

From: Westenberger, Andrea
Location: Ex. 6 - Personal Privacy
Importance: Normal
Subject: ARA-OARM Call
Start Date/Time: Tue 7/18/2017 3:30:00 PM
End Date/Time: Tue 7/18/2017 4:30:00 PM

ARA-OARM Call

Tuesday, 7/18, 8:30 am – 9:30 PST

Ex. 6 - Personal Privacy

Note: To reduce costs, please call the Ex. 6 - Personal Privacy number in groups as we are charged per line/per minute.

[Join Skype Meeting](#)

For questions or agenda items, please contact Andrea Westenberger, Lynnnann Hitchens, and Michael Hardy.

Topic #	Topic Title	Materials	Presenter(s)/Office	Time (PST)
1	Roll Call		Andrea Westenberger (R10)	8:30-8:35
2	EMS • Ex. 5 - Deliberative Process Ex. 5 - Deliberative Process		Andrea Westenberger (R10) Nancy Lindsay (R10)	8:35-8:40
3	Ex. 5 - Deliberative Process		Wes Carpenter (OARM-OHR)	8:40-8:50
4	Performance Improvement Plan (sent by Donna Vizian on 7/12)		Wes Carpenter (OARM-OHR)	8:50-9:00
5	Ex. 5 - Deliberative Process		Loretta Hunt (OARM-OHR)	9:00-9:10

6	VERA/VSIP		Loretta Hunt (OARM-OHR)	9:10-9:20
7	EAP Update		Wes Carpenter (OARM-OHR) Loretta Hunt (OARM-OHR)	9:20-9:30

From: Hart, Debbi
Location: Teleconference - 5340 WJCN
Importance: Normal
Subject: Update on VERA/VSIP
Start Date/Time: Thur 6/15/2017 5:00:00 PM
End Date/Time: Thur 6/15/2017 5:30:00 PM

Teleconference Call in Ex. 6 - Personal Privacy Code: Ex. 6 - Personal Privacy

From: Vizian, Donna
Location: DCRoomARN3330/DC-AR-OARM
Importance: Normal
Subject: VERA/VSIP
Start Date/Time: Wed 6/14/2017 3:00:00 PM
End Date/Time: Wed 6/14/2017 3:30:00 PM

Meeting requested by Ms. Vizian. 13 Jun/1700/mag

Teleconference Number: Ex. 6 - Personal Privacy / Conference Code: Ex. 6 - Personal Privacy

Appointment

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 5/22/2017 8:25:26 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: review V/V
Location: Linda's office
Start: 5/23/2017 7:00:00 PM
End: 5/23/2017 7:30:00 PM
Show Time As: Busy

Lauren and I want to review your V/V materials against the roster, and we have a few questions.
Thanks,

Lynnann

Appointment

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 4/20/2017 7:03:15 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; OARM Directors [OARM_Directors@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Bashista, John [Bashista.John@epa.gov]
CC: Carter, Rick [Carter.Rick@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Franklin, Bruce [Franklin.Bruce@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Scola, Jennifer [Scola.Jennifer@epa.gov]; Showman, John [Showman.John@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]; Ward, Mary-Beth [Ward.Mary-Beth@epa.gov]; Blankenship, Steven [Blankenship.Steven@epa.gov]; Petrole, Maryann [Petrole.Maryann@epa.gov]; Polk, Denise [Polk.Denise@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Amorosi, Joanne [Amorosi.Joanne@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]; Neal, Kerry [neal.kerry@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: Office Director Discussion
Location: DCRoomARN3330/DC-AR-OARM
Start: 4/26/2017 12:30:00 PM
End: 4/26/2017 3:30:00 PM
Show Time As: Busy

Purpose: Follow-up discussion from the Office Directors meeting on 4/20 to have a 3 hour meeting on VERA/VSIP.

From: Westenberger, Andrea
Location: Ex. 6 - Personal Privacy
Importance: Normal
Subject: ARA-OARM Call
Start Date/Time: Tue 5/16/2017 3:30:00 PM
End Date/Time: Tue 5/16/2017 4:30:00 PM
SEE Telework Final Apr10.docx
FedTalent_LMM Proposal Presentation FINAL May2017 (OEI-OCFO).pptx

ARA-OARM Call

Tuesday, 5/16, 8:30 am – 9:30 PST

Ex. 6 - Personal Privacy

Note: To reduce costs, please call the 1-866 number in groups as we are charged per line/per minute.

[Join Skype Meeting](#)

Topic #	Topic Title & Purpose	Materials	Presenter(s)/Office	Time (PST)
1	Roll Call		Andrea Westenberger (Region 10 LRC)	8:30 – 8:35 (5 min)
2	Grants Reporting Requirements for Office of Public Affairs/John Konkus (Deputy Associate Administrator for OPA)		Denise Polk (OARM-OGD) Nancy Grantham (OA-OPA)	8:35 – 8:50 (15 min)
	Ex. 5 - Deliberative Process			
	● <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Note:			

	<div>Ex. 5 - Deliberative Process</div> <div>John Konkus Meet & Greet on 5/17</div> <div>Ex. 5 - Deliberative Process</div>			
2	<div>SEE Telework Policy</div> <div>Ex. 5 - Deliberative Process</div>	SEE_Telework_Final_Apr10	Dan Coogan (OARM)	8:50 – 9:05 (15 min)
3	<div>FedTalent Learning Management System</div> <div>Ex. 5 - Deliberative Process</div>	FedTalent_LMM_Proposal_Presentation FINAL May 2017 (OEI-OCFO)	Stewart Dean	9:05 – 9:20 (15 min)
4	VERA/VSIP &		TBD	9:20 – 9:30 (10 min)

	Workforce Reshaping (if time allows)			min)
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Upcoming ARA Calls

Tuesdays, 8:30 am – 9:30 PST

- May 9: ARA-OCFO
- May 16: ARA-OARM
- May 23: ARA-OEI
- May 31 (Wednesday): ARAs-Only (Optional)
- June 6: ARA-Only VTC
- June 13: ARA-OCFO
- June 27: ARA-OEI

For questions or agenda items, please contact Andrea Westenberger, Lynnann Hitchens, and Michael Hardy.

From: Vizian, Donna
Location: DCROOMWJCN3330Q
Importance: Normal
Subject: EMC Follow-up
Start Date/Time: Tue 4/11/2017 3:00:00 PM
End Date/Time: Tue 4/11/2017 3:30:00 PM
EPA VERA-VSIP Template Rev.doc

As a result of the VERA/VSIP discussion at the EMC yesterday, Donna agreed to send the EMC members a template and data for each organization. I have attached what may have been the template we used in 2013.

Meeting requested by: J.Showman (4/5/2017) (KLW)

From: Gantt, Melissa
Location: DCRoomARN3330/DC-AR-OARM
Importance: Normal
Subject: VERA/VSIP
Start Date/Time: Wed 6/14/2017 3:00:00 PM
End Date/Time: Wed 6/14/2017 3:30:00 PM

Meeting requested by Ms. Vizian. 13 Jun/1700/mag

Teleconference Number Ex. 6 - Personal Privacy Conference Code: Ex. 6 - Personal Privacy

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]
From: Cooper, Marian
Sent: Tue 8/8/2017 11:24:42 AM
Subject: RE: HQs Off-boarding - Second One Stop Day Added

And you have people to staff it, right?

Marian Pechmann Cooper

Chief of Staff

Office of Administration and Resources Management

William Jefferson Clinton Federal Building-NORTH (3330)

Washington, DC 20460

office number -- 202 564-0620

office fax -- 202 564-0233



From: Carpenter, Wesley
Sent: Monday, August 07, 2017 5:04 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Ack, David <Ack.David@epa.gov>
Subject: FW: HQs Off-boarding - Second One Stop Day Added
Importance: High

Donna/John:

As a follow-up to our discussion at last week's HR meeting, we are planning on having two HQs off-boarding days – August 23 and 30 – for the employees departing the agency as part of the latest VERA/VSIP. Please let me know if you have any questions. Thanks.

Wes

From: Ack, David

Sent: Monday, August 07, 2017 11:57 AM

To: Glazier, Kelly <Glazier.Kelly@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Cox, Andrew <Cox.Andrew@epa.gov>; Kelty, Diane <Kelty.Diane@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Mobashar, Mutahara <mobashar.mutahara@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>

Cc: OARM Directors <OARM_Directors@epa.gov>

Subject: Second One Stop Day Added

Importance: High

All,

After receiving some feedback and recommendations, OARM has added a second all-day one stop employee separation event for Wednesday, August 30, 2017. Time is 8:00-5:30pm and I am in the process of securing a location. **If your office has a suitable space, please reserve it and let me know**, I would appreciate it. We will again need representatives from the Badging Office, Security (NSI Debrief and Credentials), Facilities, Transit Subsidy/Parking Subsidy/Parking Passes, SHEM, OITA (for passports) and the library. Please ensure that individuals from your organization have the appropriate authority to sign are available to participate in this event.

Staff should bring a printed form 3110-1 which they will need to email to hrpayhelp@epa.gov to check the status of their leave balances, purchase cards and any other debts. They should email the form to cinwd_travel@epa.gov to terminate their travel card and ensure balances are zero.

We are expecting a representative from OITA for anyone that has passports, but be advised, staff with passports may have to report directly to OITA due to the sensitive nature and control procedures for passports. Please identify staff that will be able to be on hand to cover the entire day. I will be setting up a short meeting to go over the details with them. Please submit the names of your staff that will be

supporting this event to ack.david@epa.gov by **COB Friday, August 18th**.

There will be a meeting on Tuesday, August 22 at 9:00am in the WJCS 2138 for all participants for the One Stop events. This meeting should last no more than 30 minutes to discuss the procedures for the One Stop days.

Regards,

David B. Ack, MPA

Business Process Improvement Coordinator

Lean Six Sigma Master Black Belt/OARM Lean Advocate

Office of Administration and Resources Management

Office of Resources, Operations and Management I/O

U.S. Environmental Protection Agency WJCN 3353H

1200 Pennsylvania Avenue NW

Washington, DC 20460

202-564-2885 (o)

Ex. 6 - Personal Privacy (C)

"A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/13/2017 2:26:10 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: Anticipated date to send informal V/V package over for OPM/OMB review--

Importance: High

Ex. 5 - Deliberative Process

Let us know if

questions. Thanks. DH

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 6/19/2017 2:40:45 PM
To: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: RE: FYI--Draft final V/V submission is now delivered--

Linda & Wes –

Just now seeing Debi's email...Its worth pointing out that Debbi left out one team member – herself! She was working just as hard on this as any of us, and was pivotal in keeping us all on task in getting this done.

From: Gray, Linda
Sent: Saturday, June 17, 2017 9:15 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: Fwd: FYI--Draft final V/V submission is now delivered--

Great team effort. Have a great weekend!

Sent from my iPhone

Begin forwarded message:

From: "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>
Date: June 16, 2017 at 8:25:26 PM EDT
To: "Hart, Debbi" <Hart.Debbi@epa.gov>
Cc: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Cooper, Marian" <Cooper.Marian@epa.gov>
Subject: Re: FYI--Draft final V/V submission is now delivered--

Thanks, Debbi (Loretta, Marvin, Detha, Jason, Gary and Marian). Truly an outstanding team achievement. Well done!!! Enjoy your weekend and get some rest.

Wes

Sent from my iPhone

On Jun 16, 2017, at 7:31 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

It's now 7:30.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Despite the stress and frustration, couldn't ask for a better team. Shout outs to Marvin, Detha, Jason and Loretta- they continue to be awesome.

HELLO WEEKEND!

Message

From: Gray, Linda [gray.linda@epa.gov]
Sent: 6/17/2017 1:14:41 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]
CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: Fwd: FYI--Draft final V/V submission is now delivered--

Great team effort. Have a great weekend!

Sent from my iPhone

Begin forwarded message:

From: "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>
Date: June 16, 2017 at 8:25:26 PM EDT
To: "Hart, Debbi" <Hart.Debbi@epa.gov>
Cc: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Cooper, Marian" <Cooper.Marian@epa.gov>
Subject: Re: FYI--Draft final V/V submission is now delivered--

Thanks, Debbi (Loretta, Marvin, Detha, Jason, Gary and Marian). Truly an outstanding team achievement. Well done!!! Enjoy your weekend and get some rest.

Wes

Sent from my iPhone

On Jun 16, 2017, at 7:31 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

It's now 7:30.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Despite the stress and frustration, couldn't ask for a better team. Shout outs to Marvin, Detha, Jason and Loretta- they continue to be awesome.

HELLO WEEKEND!

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/5/2017 9:57:27 PM
To: 2017HQfirstassistants [2017HQfirstassistants@epa.gov]; 2017Regionfirstassistants [2017Regionfirstassistants@epa.gov]
CC: DAA-Career [DAACareer@epa.gov]; DRA [DRA@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: Final V/V submissions - need by COB tomorrow

Hi Everyone. A thanks to you and your staff for all the hard work on the V/V submissions. We are crunching to get our agency-wide plan completed, so please send Debbi any changes you need to make to your submission by COB tomorrow. Thanks again. Donna

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/19/2017 4:29:53 PM
To: McNeal, Detha [McNeal.Detha@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: Thank you

Hi Everyone,

A quick note to say thank you for all your hard work to deliver the draft V/V package AHEAD of schedule. I really appreciate it.

Best,
Donna

Message

From: Burbach, Joseph [burbach.joseph@epa.gov]
Sent: 7/31/2017 3:03:00 PM
To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: Recap of OHR Workgroup Meetings
Attachments: OHR Workgroup Projects - Status Updates.docx

Linda/Wes

Please find attached a summary of my meetings last week with the various OHR employee project workgroups.

As you will note, some are nearing completion of project and others are still working through.

We can arrange another round of updates next month or sooner for those who finalize and need approval to proceed.

Thanks

Joseph Burbach
Senior Advisor
Office of Human Resources
U.S. Environmental Protection Agency
(202) 564-7783

To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]
From: Torrez, Alfredo
Sent: Mon 7/31/2017 1:51:35 PM
Subject: Fwd: Status of Separation Process for VERA/VSIP Employees

Sorry Wes, I wasn't aware you're in Outlook as Wesley.

I just received an out of office message from David so I'm hoping you can respond to my question.

Thanks,

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water
U.S. Environmental Protection Agency
Office Phone: (202) 564-6621
Mobile Phone: Ex. 6 - Personal Privacy

Begin forwarded message:

From: Torrez.Alfredo@epa.gov
Date: July 31, 2017 at 9:44:42 AM EDT
To: carpenter.wes@epa.gov, ack.david@epa.gov
Cc: Robert Stevens <Stevens.Robert@epa.gov>
Subject: Status of Separation Process for VERA/VSIP Employees

Morning Wes and David,

Wondering if you can give me the status of your efforts to organize a one-stop shop effort for employees separating via VERA/VSIP. My recollection is that you were hoping to have this in place by mid-July.

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water
U.S. Environmental Protection Agency
Office Phone: (202) 564-6621
Mobile Phone: Ex. 6 - Personal Privacy

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/9/2017 8:51:10 PM
To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: RE: ARA V-V Conference Call

BTW, thanks for your support.

From: Carpenter, Wesley
Sent: Tuesday, May 09, 2017 12:54 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>
Subject: ARA V-V Conference Call

Debbi/Loretta:

I participated in the meeting via conference call. Great job in providing the ARAs/HROs/PMOs the latest status, next steps, and of course answering the numerous questions.

Wesley J. Carpenter
Deputy Director, EPA's Office of Human Resources
Tel. No.: 202-564-2019
Cell Phone: Ex. 6 - Personal Privacy
E-mail: carpenter.wesley@epa.gov

Message

From: Sanders, Amy [Sanders.Amy@epa.gov]
Sent: 5/9/2017 5:30:01 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Lindsay, Nancy [Lindsay.Nancy@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Showman, John [Showman.John@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Breneman, Sara [breneman.sara@epa.gov]
Subject: Question about internal merit promotion and safe positions

Loretta,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks,

Amy Sanders
Acting, Assistant Regional Administrator
U.S. EPA, Region 5
Resources Management Division
77 W Jackson Blvd
Chicago, IL 60604
Email: sanders.amy@epa.gov
Office: (312) 353-9196
Office Fax: (312) 353-1517

Message

From: Cooper, Marian [Cooper.Marian@epa.gov]
Sent: 3/28/2017 4:37:32 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]
Subject: Workforce Reshaping VERA VSIP March 28.2017.docx
Attachments: Workforce Reshaping VERA VSIP March 28.2017.docx

This version has a couple of very minor edits.

Thank you!

Marian

To: Gray, Linda[gray.linda@epa.gov]
Cc: Carpenter, Wesley[Carpenter.Wesley@epa.gov]
From: Coogan, Daniel
Sent: Tue 3/28/2017 12:21:15 PM
Subject: RE: FY18activity_HumanResources 3-28-17.docx
FY18activity_HumanResources.docx

Thank you. Attached is the updated version.

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

C: Ex. 6 - Personal Privacy

[OARM Budget SharePoint Site](#)

From: Gray, Linda
Sent: Tuesday, March 28, 2017 8:12 AM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: FY18activity_HumanResources 3-28-17.docx

Dan,

Here are our updated changes.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Message

From: Cooper, Marian [Cooper.Marian@epa.gov]
Sent: 3/27/2017 2:26:10 PM
To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: RE: Furlough & Reassignment Fact Sheets

I will change the number

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Carpenter, Wesley
Sent: Friday, March 24, 2017 3:32 PM
To: Cooper, Marian <Cooper.Marian@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Furlough & Reassignment Fact Sheets

Marian:

Here are the fact sheets on furloughs and reassignments for the upcoming EMC. The VERA/VSIP was already provided last night. Please let me know if you have any questions or need additional information. Thanks.

Wes

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/26/2017 1:30:48 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]
CC: Corbett, Krysti [Corbett.Krysti@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: FW: SSC Schedule
Attachments: DraftSSC Schedule V-V May2017 .docx

Importance: High

FYI—Loretta and I updated the schedule and it is def compressed. Please take a look. Scared to share it with the SSCs LOL! Do you think workable? Thanks!

From: Hunt, Loretta
Sent: Thursday, May 25, 2017 6:38 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: SSC Schedule

My stab at the timeline

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Thursday, May 25, 2017 5:28 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: SSC Schedule
Importance: High

Uh oh! Should've provided official notice in April! LOL

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Corbett, Krysti [Corbett.Krysti@epa.gov]
Sent: 5/23/2017 3:47:01 PM
To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: FW: CMS Correspondence
Attachments: Ex. 3 - Statutory

Hey Wes,

Just checking in on this – if we are going to get it out by Friday, I'd like to put the package together today for routing.

THANKS!

Krysti Corbett

Director
Labor and Employee Relations Division
Desk Phone: (202) 564-6295
Mobile: (202) 579-1681
corbett.krysti@epa.gov

From: Corbett, Krysti
Sent: Wednesday, May 17, 2017 8:58 AM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: CMS Correspondence

Good Morning –

This controlled correspondence is due on 5/26. It's related to Diane Lynne's email to the Administrator on VERA/VSIP. Typically this type of correspondence is reviewed by the 3rd floor prior to me sending it out. Do you want to review the draft prior to me routing it for approval? (see attached)

If not, I'll have Jannette create a package and send it forward. Thanks!

Krysti Corbett

Director
Labor and Employee Relations Division
Office of Human Resources
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
WJC North 6317A
Washington DC 20460
Mail Code 3602A
Desk Phone: Ex. 6 - Personal Privacy
Mobile: (202) 579-1681
corbett.krysti@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/26/2017 1:31:57 PM
To: Smith, Susan [Smith.Susan@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
CC: Breen, Barry [Breen.Barry@epa.gov]; Simon, Nigel [Simon.Nigel@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: OLEM VERA/VSIP SUBMISSION

Got it Susan—thank you! We will let you know if we have questions. Enjoy your holiday weekend!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Smith, Susan
Sent: Thursday, May 25, 2017 7:44 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Breen, Barry <Breen.Barry@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: OLEM VERA/VSIP SUBMISSION
Importance: High

Dear Donna,

In response to your request of April 17, 2017, attached are the following materials to support OLEM's proposal for VERA/VSIP authority:

1. Excel Spreadsheet of Targeted positions and max. offers by OLEM office
2. Current FY17 OLEM Organizational Chart
3. Projected FY18 OLEM Organizational Chart
4. OLEM's VERA/VSIP Proposal
5. OLEM's VERA/VSIP Budget Summary

If you have questions or need additional information, please feel free to contact me at 202-564-6656 or the Acting Principal Deputy Assistant Administrator, Nigel Simon, at 202-564-6629.

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)
202-834-8239 (cell)
202-566-6324 (fax)

From: Hart, Debbi

Sent: Tuesday, May 23, 2017 4:45 PM

To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>

Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: FW: EPA Workforce Reshaping Information

Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
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3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

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3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
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4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Lattimore, Kraig [lattimore.kraig@epa.gov]
Sent: 3/30/2017 10:22:54 PM
To: Griffin, Malissa [Griffin.Malissa@epa.gov]
CC: Roberts, Suzanne [Roberts.Suzanne@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Minoli, Kevin [Minoli.Kevin@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]
Subject: Re: Verification needed for SES RIF Procedures

Thanks for verifying. Very much appreciated.

Sent from my iPhone

On Mar 30, 2017, at 4:29 PM, Griffin, Malissa <Griffin.Malissa@epa.gov> wrote:

<image002.gif>

Kraig,

We heard back from OPM:

A career appointee (probationer or non-probationer) removed by SES RIF has guaranteed placement in a non-SES position at or above GS-15 (5 U.S.C. 3594; 5 CFR 359 subpart G). According to the regulations, immediately upon placement -an appointee is entitled to receive basic pay at the highest of the rate of basic pay in effect for the appointee before removal from the SES [5 CFR 359.705(a)(3)]. Saved pay continues until conditions in 5 CFR 359.705(4)(f) are met.

(4) When an employee's saved rate becomes equal to or lower than the maximum payable rate of basic pay for the grade or level of the employee's position, the employee is entitled to the maximum payable rate, and saved pay under this section ceases to apply.

(e) When an employee receiving a saved rate established under this section is covered by a pay system that provides different basic pay schedules based on geographic location (such as the General Schedule pay system), the saved rate must be adjusted in conjunction with a change in the employee's official worksite consistent with the geographic conversion rule for retained rates under 5 CFR 536.303(b).

(f) A saved rate established under this section must be terminated if—

(1) The employee has a break in service of 1 workday or more;

(2) The employee is demoted based on unacceptable performance or conduct or at the employee's request; or

(3) The employee becomes entitled to a rate of basic pay that is equal to or higher than the saved rate.

Let me know if you have any other questions.

Thanks,
Malissa

From: Griffin, Malissa
Sent: Tuesday, March 28, 2017 1:30 PM
To: Lattimore, Kraig <lattimore.kraig@epa.gov>

Cc: Roberts, Suzanne <Roberts.Suzanne@epa.gov>; Gray, Linda <gray.linda@epa.gov>

Subject: FW: Verification needed for SES RIF Procedures

Hello Kraig,

I'm following up on your request to Linda Gray on SES saved base pay. We have reached out to OPM for clarification of the policy. I hope to hear back from them by the end of the week. I'll keep you posted.

Thanks

Malissa

Malissa Griffin | Program Analyst
Executive Resources Division
Office of Human Resources |OARM
U.S. Environmental Protection Agency
202.564.0148 desk | griffin.malissa@epa.gov

From: Lattimore, Kraig

Sent: Thursday, March 23, 2017 2:01 PM

To: Gray, Linda <gray.linda@epa.gov>

Subject: Verification needed for SES RIF Procedures

Hi Linda,

I need some verification from your shop regarding how RIFs impact the SES. Please confirm that if an SES employee is actually RIFed:

1. <!--[if !supportLists]--><!--[endif]-->The agency must place a career executive who has completed the probationary period in a vacant SES position for which he/she is qualified
2. <!--[if !supportLists]--><!--[endif]-->OPM offers placement assistance (45) days to try to place the executive elsewhere in the government. If the executive cannot be placed in any SES position, he/she is removed from the SES, but is entitled to placement in his/her agency at the GS-15 level, with saved base pay.
3. <!--[if !supportLists]--><!--[endif]-->An SES who has not completed probation and is RIFed is entitled to fallback to a position with saved pay at the GS-15 or above. If there is no vacant position for which the SES is qualified, the agency must create one.

If my interpretations are correct, how long is the executive entitle to saved base pay?

Thanks!

REDUCTION IN FORCE

Reduction in force (RIF) is a management tool for dealing with the consequences of abolishing functions or positions. It is not a tool for dealing with performance issues.

When an agency abolishes SES positions due to reorganizations, eliminated programs or functions, or reduced resources, there are several ways to deal with the affected SES members. They can be reassigned to vacant positions anywhere in the agency. They can be offered early retirement (if eligible). Agencies can help them find job opportunities elsewhere in government. Reduction in force is usually the last resort.

Key Statutory Requirements: Agencies establish competitive procedures for determining who is removed during a RIF that affects career appointees. These procedures must ensure that RIF determinations are based primarily on performance. The agency must place a career executive who has completed the probationary period in a vacant SES position for which he/she is qualified.

If the agency cannot place the executive, OPM offers placement assistance (45 days) to try to place the executive elsewhere in the government. If the executive cannot be placed in any SES position, he/she is removed from the SES, but is entitled to placement in his/her agency at GS-15, with saved base pay.

OPM can require an agency to take any action that OPM considers necessary to carry out a RIF placement. A career executive has an appeal right to MSPB on agency compliance with competitive RIF procedures.

Moratorium: The 120-day moratorium on certain removal actions does not apply to a removal as a result of RIF

FALLBACK RIGHTS

A career SES appointee is entitled to be placed ("fallback") in a position outside the SES, with saved base pay, when removed from the SES under certain circumstances. The appointee may elect discontinued service retirement, if eligible, in lieu of fallback. The appointee has fallback rights in the following circumstances:

- During SES probation, for other than disciplinary reasons, if the individual held a career or career-conditional appointment, or an appointment of equivalent tenure, at the time of his/her appointment to the SES.
- After SES probation, as the result of a less than fully successful performance rating.
- After SES probation, as the result of a reduction in force.

Conditions of Offer: The placement offer must be to a continuing position (i.e., one that will last at least 3 months); the position must be at GS-15 or above, or equivalent; the individual must meet the qualifications requirements for the position. For an individual

who was appointed to the SES from a career or career-conditional (or equivalent position) the tenure of the appointment must be equivalent to the tenure of the appointment he/she held at the time of entry into the SES. The placement may not cause the separation or grade reduction of any other employee. If there is no vacant position for which the individual is qualified, the agency must create a position.

Kraig E. Lattimore
Director, Resource Management Office
Office of General Counsel
U.S. Environmental Protection Agency
202-564-1757

Message

From: Smith, Susan [Smith.Susan@epa.gov]
Sent: 5/25/2017 11:43:41 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Breen, Barry [Breen.Barry@epa.gov]; Simon, Nigel [Simon.Nigel@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: OLEM VERA/VSIP SUBMISSION
Attachments: OLEM Targeted Positions Template - FINAL ALL1.xlsx; OLEM Current FY17 Org Chart .pptx; OLEM Projected PB FY18 Org Chart .pptx; OLEM 2017 VERA-VSIP Budget Summary Sheet.pdf; FINAL - OLEM VERA-VSIP Proposal 5-25-2017.docx

Importance: High

Dear Donna,

In response to your request of April 17, 2017, attached are the following materials to support OLEM's proposal for VERA/VSIP authority:

1. Excel Spreadsheet of Targeted positions and max. offers by OLEM office
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If you have questions or need additional information, please feel free to contact me at 202-564-6656 or the Acting Principal Deputy Assistant Administrator, Nigel Simon, at 202-564-6629.

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)
202-834-8239 (cell)
202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

From: Hart, Debbi
Sent: Tuesday, May 23, 2017 4:45 PM
To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: EPA Workforce Reshaping Information
Importance: High

All-

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Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
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Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

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Message

From: Griffin, Malissa [Griffin.Malissa@epa.gov]
Sent: 3/30/2017 8:29:14 PM
To: Lattimore, Kraig [lattimore.kraig@epa.gov]
CC: Roberts, Suzanne [Roberts.Suzanne@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: RE: Verification needed for SES RIF Procedures

Kraig,
We heard back from OPM:

A career appointee (probationer or non-probationer) removed by SES RIF has guaranteed placement in a non-SES position at or above GS-15 (5 U.S.C. 3594; 5 CFR 359 subpart G). According to the regulations, immediately upon placement -an appointee is entitled to receive basic pay at the highest of the rate of basic pay in effect for the appointee before removal from the SES [5 CFR 359.705(a)(3)]. Saved pay continues until conditions in 5 CFR 359.705(4)(f) are met.

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Let me know if you have any other questions.
Thanks,
Malissa

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Thanks
Malissa

Malissa Griffin | Program Analyst
Executive Resources Division

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Hi Linda,

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3. An SES who has not completed probation and is RIFed is entitled to fallback to a position with saved pay at the GS-15 or above. If there is no vacant position for which the SES is qualified, the agency must create one.

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- After SES probation, as the result of a reduction in force.

Conditions of Offer: The placement offer must be to a continuing position (i.e., one that will last at least 3 months); the position must be at GS-15 or above, or equivalent; the individual must meet the qualifications requirements for the position. For an individual who was appointed to the SES from a career or career-conditional (or equivalent) position) the tenure of the appointment must be equivalent to the tenure of the appointment he/she held at the time of entry into the SES. The placement may not cause the separation or grade reduction of any other employee. If there is no vacant position for which the individual is qualified, the agency must create a position.

Kraig E. Lattimore
Director, Resource Management Office
Office of General Counsel
U.S. Environmental Protection Agency
202-564-1757

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 5/25/2017 12:09:13 AM
To: Gray, Linda [gray.linda@epa.gov]
Subject: Re: relocation of job moves

Thanks. I shared your experience which is helpful.

On May 24, 2017, at 6:37 PM, Gray, Linda <gray.linda@epa.gov> wrote:

I can check. Not sure if there is any government-wide percentages as there are so many variables with these, i.e. If they don't move will they be placed; or where the function relocating to.

In the most recent two I worked on, out of 63 employees, only 3 moved to Indianapolis from CBP Headquarters here in DC. We placed those who did not find other jobs; retire, or move to Indianapolis.

At the FAA, none of the 13 moved to Kansas City, but found other jobs; took the V/V or just separated from the agency. We did not agree to place them if they did not agree to move to Kansas City.

Sent from my iPhone

On May 24, 2017, at 6:10 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Linda,

I was asked a question by the policy team on relocation of personnel. If we moved a function from one location to another outside the local commuting area, is there any government-wide data on the % of people that would move with the job? I know you have some experience with this, so hoping you have some info. thanks

From: Wheeler, Kimberly
Location: DCROOMWJCN3330Q
Importance: Normal
Subject: VERA/VSIP Discussion
Start Date/Time: Mon 3/20/2017 6:15:00 PM
End Date/Time: Mon 3/20/2017 7:00:00 PM

Call in number: **Ex. 6 - Personal Privacy**

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/23/2017 6:44:49 PM
To: McDonald, James [McDonald.James@epa.gov]
CC: Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Themes

Ok- got it. thanks!

-----Original Message-----

From: McDonald, James
Sent: Tuesday, May 23, 2017 2:39 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: Themes

Thanks.

The R6 contact is Troy Hill 214-665-6647 or Tony Clifton

Sent from my iPhone

> On May 23, 2017, at 1:36 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

>

> Hi James-

>

> STEM still means science, technology, engineering and math and the intent is that some offices will be shifting priorities in those areas. If the office doesn't have STEM work (like OARM/OCFO) they may shift priorities in their programmatic work. Does that help? Also, who do I speak to in R6 about your business case and identification of safe positions? Is Ray working on this? Thanks! Debbi

>

> Debbi Hart

> Director

> Policy, Planning & Training Division

> OHR, OARM

> USEPA

> 202.564.2011

> hart.debbi@epa.gov

>

> *****

>

> -----Original Message-----

> From: Showman, John

> Sent: Tuesday, May 23, 2017 2:19 PM

> To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

> Subject: FW: Themes

>

> ??? I see "Restructure to focus on STEM/programmatic priorities" but don't have any more details? Can you help?

>

>

>

> -----Original Message-----

> From: McDonald, James

> Sent: Tuesday, May 23, 2017 2:16 PM

> To: Showman, John <Showman.John@epa.gov>

> Subject: Themes

>

> What does the STEM theme mean for our V/V process?

>

> Sent from my iPhone

Message

From: McDonald, James [McDonald.James@epa.gov]
Sent: 5/23/2017 6:38:30 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Re: Themes

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Sent from my iPhone

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> Debbi Hart
> Director
> Policy, Planning & Training Division
> OHR, OARM
> USEPA
> 202.564.2011
> hart.debbi@epa.gov
>
> *****
>
> -----Original Message-----
> From: Showman, John
> Sent: Tuesday, May 23, 2017 2:19 PM
> To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
> Subject: FW: Themes
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> From: McDonald, James
> Sent: Tuesday, May 23, 2017 2:16 PM
> To: Showman, John <Showman.John@epa.gov>
> Subject: Themes
>
> What does the STEM theme mean for our V/V process?
>
> Sent from my iPhone

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 3/28/2017 6:10:26 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: Re: April 6th CHCO Academy: Workforce Reshaping [WARNING: DKIM validation failed]

i know -- its just not what i was expecting to do lol!

From: Gray, Linda
Sent: Tuesday, March 28, 2017 1:08 PM
To: Hart, Debbi
Subject: RE: April 6th CHCO Academy: Workforce Reshaping [WARNING: DKIM validation failed]

Yes, I am doing well.

I know, but the last two times I worked from home, I got soooooo much done.

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Hart, Debbi
Sent: Tuesday, March 28, 2017 12:32 PM
To: Gray, Linda <gray.linda@epa.gov>
Subject: Re: April 6th CHCO Academy: Workforce Reshaping [WARNING: DKIM validation failed]

OK- thanks. You doing ok? Feels strange to be working from home.

From: Gray, Linda
Sent: Tuesday, March 28, 2017 12:16:49 PM
To: Hart, Debbi
Subject: FW: April 6th CHCO Academy: Workforce Reshaping [WARNING: DKIM validation failed]

I am planning to attend. You probably should plan to attend as well.

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: CHCOC [mailto:chcoc@opm.gov]
Sent: Tuesday, March 28, 2017 12:09 PM
To: CHCOC <chcoc@opm.gov>

Cc: Workforce <Workforce@opm.gov>; Saphos, Sara <Catherine.Saphos@opm.gov>

Subject: April 6th CHCO Academy: Workforce Reshaping [WARNING: DKIM validation failed]

Good Afternoon CHCOs and Deputies (via Bcc),

OPM's Chief Human Capital Officers Council is hosting a unique CHCO Academy to begin a strategic workforce planning and reshaping discussion with Federal HR professionals and others who are interested. We will provide an overview of the resources related to Human Capital and strategic planning, workforce reshaping options (including Reduction-in-Force (RIF), Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment Authority (VSIP)), and means to support the workforce and sustain high-performance.

Please join us Thursday, April 6th from 9:30am-11:30am at the U.S. Office of Personnel Management, Campbell Auditorium, located at 1900 E Street, NW in Washington, DC or via webcast.

To register, visit https://chcoacademy_workforcereshaping.eventbrite.com. If you have questions for OPM or would like to suggest topics for future sessions, please submit these to workforce@opm.gov by Tuesday, April 6th with the subject line CHCO Academy.

Best,

Veronica

Veronica Villalobos
Acting Executive Director
Chief Human Capital Officers Council
Office of Personnel Management
1900 E Street NW

Attachment

Message

From: Lattimore, Kraig [lattimore.kraig@epa.gov]
Sent: 3/28/2017 5:34:58 PM
To: Griffin, Malissa [Griffin.Malissa@epa.gov]
CC: Roberts, Suzanne [Roberts.Suzanne@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: RE: Verification needed for SES RIF Procedures

Thanks.

From: Griffin, Malissa
Sent: Tuesday, March 28, 2017 1:30 PM
To: Lattimore, Kraig <lattimore.kraig@epa.gov>
Cc: Roberts, Suzanne <Roberts.Suzanne@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: FW: Verification needed for SES RIF Procedures

Hello Kraig,

I'm following up on your request to Linda Gray on SES saved base pay. We have reached out to OPM for clarification of the policy. I hope to hear back from them by the end of the week. I'll keep you posted.

Thanks
Malissa

Malissa Griffin | Program Analyst
Executive Resources Division
Office of Human Resources |OARM
U.S. Environmental Protection Agency
202.564.0148 desk | griffin.malissa@epa.gov

From: Lattimore, Kraig
Sent: Thursday, March 23, 2017 2:01 PM
To: Gray, Linda <gray.linda@epa.gov>
Subject: Verification needed for SES RIF Procedures

Hi Linda,

I need some verification from your shop regarding how RIFs impact the SES. Please confirm that if an SES employee is actually RIFed:

1. The agency must place a career executive who has completed the probationary period in a vacant SES position for which he/she is qualified
2. OPM offers placement assistance (45) days to try to place the executive elsewhere in the government. If the executive cannot be placed in any SES position, he/she is removed from the SES, but is entitled to placement in his/her agency at the GS-15 level, with saved base pay.
3. An SES who has not completed probation and is RIFed is entitled to fallback to a position with saved pay at the GS-15 or above. If there is no vacant position for which the SES is qualified, the agency must create one.

If my interpretations are correct, how long is the executive entitled to saved base pay?

Thanks!

REDUCTION IN FORCE

Reduction in force (RIF) is a management tool for dealing with the consequences of abolishing functions or positions. It is not a tool for dealing with performance issues. When an agency abolishes SES positions due to reorganizations, eliminated programs or functions, or reduced resources, there are several ways to deal with the affected SES members. They can be reassigned to vacant positions anywhere in the agency. They can be offered early retirement (if eligible). Agencies can help them find job opportunities elsewhere in government. Reduction in force is usually the last resort.

Key Statutory Requirements: Agencies establish competitive procedures for determining who is removed during a RIF that affects career appointees. These procedures must ensure that RIF determinations are based primarily on performance. The agency must place a career executive who has completed the probationary period in a vacant SES position for which he/she is qualified.

If the agency cannot place the executive, OPM offers placement assistance (45 days) to try to place the executive elsewhere in the government. If the executive cannot be placed in any SES position, he/she is removed from the SES, but is entitled to placement in his/her agency at GS-15, with saved base pay.

OPM can require an agency to take any action that OPM considers necessary to carry out a RIF placement. A career executive has an appeal right to MSPB on agency compliance with competitive RIF procedures.

Moratorium: The 120-day moratorium on certain removal actions does not apply to a removal as a result of RIF

FALLBACK RIGHTS

A career SES appointee is entitled to be placed ("fallback") in a position outside the SES, with saved base pay, when removed from the SES under certain circumstances. The appointee may elect discontinued service retirement, if eligible, in lieu of fallback. The appointee has fallback rights in the following circumstances:

- During SES probation, for other than disciplinary reasons, if the individual held a career or career-conditional appointment, or an appointment of equivalent tenure, at the time of his/her appointment to the SES.
- After SES probation, as the result of a less than fully successful performance rating.
- After SES probation, as the result of a reduction in force.

Conditions of Offer: The placement offer must be to a continuing position (i.e., one that will last at least 3 months); the position must be at GS-15 or above, or equivalent; the individual must meet the qualifications requirements for the position. For an individual who was appointed to the SES from a career or career-conditional (or equivalent) position) the tenure of the appointment must be equivalent to the tenure of the appointment he/she held at the time of entry into the SES. The placement may not cause

the separation or grade reduction of any other employee. If there is no vacant position for which the individual is qualified, the agency must create a position.

Kraig E. Lattimore
Director, Resource Management Office
Office of General Counsel
U.S. Environmental Protection Agency
202-564-1757

Message

From: Griffin, Malissa [Griffin.Malissa@epa.gov]
Sent: 3/28/2017 5:29:42 PM
To: Lattimore, Kraig [lattimore.kraig@epa.gov]
CC: Roberts, Suzanne [Roberts.Suzanne@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: FW: Verification needed for SES RIF Procedures

Hello Kraig,

I'm following up on your request to Linda Gray on SES saved base pay. We have reached out to OPM for clarification of the policy. I hope to hear back from them by the end of the week. I'll keep you posted.

Thanks
Malissa

Malissa Griffin | Program Analyst
Executive Resources Division
Office of Human Resources |OARM
U.S. Environmental Protection Agency
202.564.0148 desk | griffin.malissa@epa.gov

From: Lattimore, Kraig
Sent: Thursday, March 23, 2017 2:01 PM
To: Gray, Linda <gray.linda@epa.gov>
Subject: Verification needed for SES RIF Procedures

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Kraig E. Lattimore
Director, Resource Management Office
Office of General Counsel
U.S. Environmental Protection Agency
202-564-1757

Message

From: Griffin, Malissa [Griffin.Malissa@epa.gov]
Sent: 3/28/2017 5:25:19 PM
To: Roberts, Suzanne [Roberts.Suzanne@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: FW: Saved Base Pay [WARNING: DKIM validation failed]

Linda – It looks like it might be a few days before we get a response from OPM on the “saved based pay.” I’ll reach out to Kraig Lattimore to let him know that we are working on is request for information.

Thanks
Malissa

From: Jackson, Chanel C. [mailto:Chanel.Jackson@opm.gov]
Sent: Tuesday, March 28, 2017 1:20 PM
To: Griffin, Malissa <Griffin.Malissa@epa.gov>
Subject: RE: Saved Base Pay [WARNING: DKIM validation failed]

Hi Malissa,

Your question was forwarded to me today from the SES policy box. Please allow a few days for a response.

Thank you,

Chanel C. Jackson, M.P.P
Human Resources Specialist
Senior Executive Service Performance Management Policy
U.S Office of Personnel Management
202-606-2720

From: Lyons, Allison
Sent: Tuesday, March 28, 2017 1:15 PM
To: English, Karen S
Cc: Johnson, Nikki L; Jackson, Chanel C.
Subject: RE: Saved Base Pay

Hi Karen,

Thanks for reaching-out. This would be the SES Policy group. I have included Nikki and the Policy EPA POC, Chanel, for response. Thanks!

Respectfully,
Allison Lyons

From: English, Karen S
Sent: Tuesday, March 28, 2017 9:31 AM
To: Lyons, Allison
Subject: FW: Saved Base Pay
Importance: High

Hi Allison—does this fall to your group?

From: Griffin, Malissa [<mailto:Griffin.Malissa@epa.gov>]
Sent: Tuesday, March 28, 2017 9:24 AM
To: English, Karen S
Subject: FW: Saved Base Pay
Importance: High

Hi Karen,

I hope all is well. Do you know who I can contact to answer the question in the email below? I sent it to the policy group box on Friday but have not heard back.

Thanks
Malissa

From: Griffin, Malissa
Sent: Friday, March 24, 2017 3:20 PM
To: 'SESPolicy@opm.gov' <SESPolicy@opm.gov>
Subject: Saved Base Pay
Importance: High

Good afternoon,

Please verify if there is a timeframe for which an SES is entitled to saved based pay when they fallback to a GS position under a RIF.

Thank you,
Malissa

Message

From: Lattimore, Kraig [lattimore.kraig@epa.gov]
Sent: 3/28/2017 5:15:46 PM
To: Gray, Linda [gray.linda@epa.gov]
CC: Minoli, Kevin [Minoli.Kevin@epa.gov]
Subject: RE: Verification needed for SES RIF Procedures

Thanks.

From: Gray, Linda
Sent: Tuesday, March 28, 2017 1:12 PM
To: Lattimore, Kraig <lattimore.kraig@epa.gov>
Subject: RE: Verification needed for SES RIF Procedures

Haven't forgotten about you. We are coordinating with OPM on a response. As you already know, the process is totally different for SES than the GS.

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Lattimore, Kraig
Sent: Thursday, March 23, 2017 2:01 PM
To: Gray, Linda <gray.linda@epa.gov>
Subject: Verification needed for SES RIF Procedures

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Kraig E. Lattimore
Director, Resource Management Office

Office of General Counsel
U.S. Environmental Protection Agency
202-564-1757

Message

From: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Sent: 5/8/2017 7:01:23 PM
To: ARA [ARA@epa.gov]
CC: OHR PMOs [OHR_PMOs@epa.gov]; RHRO [RHRO@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Answers to ARA & HR Community V-V Questions

ARAs:

This is a follow-up to answer some V-V questions the HR Community and you posed to OARM recently, which are provided below.

1. **Question:** What format should offices use for the org charts?

Answer: PowerPoint. The org charts should go down to the appropriate level to illustrate the organization's current and proposed organization.

2. **Question:** Does an organization need to submit a proposed PD up front if a targeted position is going to be restructured but will remain the same series and grade (or FPL)?

Answer: No. The program must provide details about the proposed changes to the position in the business case. It is the agency's responsibility to ensure proper restructuring of the position takes place.

3. **Question:** What is a "safe position" as mentioned in OPM's VERA and VSIP guidance?

Answer: A safe position is a position that isn't specifically targeted for elimination or restructuring but would allow for the placement of another employee who's targeted position would be eliminated or restructured if vacated under V-V. Basically, it's a flexibility that allows the agency to cast a wide net to encourage voluntary attrition while still meeting the elimination/restructuring requirements of the V-V authorities. Of course, this option assumes the employees who remain would meet the qualifications for the safe positions. The organization's business case must identify and explain any "safe position" plans.

Example

The organization needs to eliminate and/or restructure five, GS-343-11/12 positions in Division A: Branches B and C. The manager offers V-V to all GS-343-11/12 positions in the organization. Five people across the organization accept V-V and separate. Division A then reassigns any surplus employees remaining in Branches B and C and eliminates/restructures five positions.

Please contact Debbi Hart or Loretta Hunt if you have any other V-V questions. Thanks.

Wesley J. Carpenter
Deputy Director, EPA's Office of Human Resources
Tel. No.: 202-564-2019
Cell Phone: Ex. 6 - Personal Privacy
E-mail: carpenter.wesley@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/30/2017 2:48:54 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: RE: HCOP

Yes—will resend.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Gray, Linda
Sent: Friday, June 30, 2017 10:14 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: HCOP

Did I miss it? Did you send to me as well?

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Hart, Debbi
Sent: Friday, June 30, 2017 10:11 AM
To: Gray, Linda <gray.linda@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: HCOP

Linda- Let me call you. Gary is POC for HCOP and we shared the draft with folks yesterday. We got minor comments from Showman that were addressed and Donna only mentioned she would like DCHCO to be lead—she said she didn't need to see HCOP again and that we could submit to MAX. It's due today. Calling now. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Gray, Linda
Sent: Friday, June 30, 2017 10:07 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>
Subject: HCOP

Debbi,

Wes mentioned that Donna is expecting me to run point on the HCOP assignment. I understand you and Loretta have some follow up for V/V.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 7/6/2017 12:45:15 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: RE: V/V communication

I know ☺

From: Gray, Linda
Sent: Thursday, July 06, 2017 8:45 AM
To: Showman, John <Showman.John@epa.gov>
Subject: RE: V/V communication

No problem. I am involved in some of the conversations and emails and others I am not.

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Showman, John
Sent: Thursday, July 06, 2017 8:40 AM
To: Gray, Linda <gray.linda@epa.gov>
Subject: RE: V/V communication

Need ASAP – I have a very small window to catch Mike this morning. Please make sure that I'm copied on all messages in the future Thanks!

From: Gray, Linda
Sent: Thursday, July 06, 2017 8:32 AM
To: Showman, John <Showman.John@epa.gov>
Subject: RE: V/V communication

Debbi is normally in around 8:30. She should be in soon. Gary doesn't have the latest.

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Showman, John
Sent: Thursday, July 06, 2017 8:11 AM
To: Gray, Linda <gray.linda@epa.gov>
Subject: FW: V/V communication

From: Cooper, Marian
Sent: Thursday, July 06, 2017 8:10 AM
To: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: V/V communication

Trying to reach someone who has the latest draft of this communication. Thanks!

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Showman, John
Sent: Thursday, July 06, 2017 7:28 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: FW: V/V communication

Do you have this communication? Donna said it's a general communication that can be sent to staff. ????

From: Vizian, Donna
Sent: Wednesday, July 05, 2017 5:36 PM
To: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>
Subject: V/V communication

John, you probably need to run this by Mike before it goes to the AAs/Regions. I think he has an EELC meeting all afternoon, so the earlier the better.

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 7/6/2017 12:39:56 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: RE: V/V communication

Need ASAP – I have a very small window to catch Mike this morning. Please make sure that I'm copied on all messages in the future Thanks!

From: Gray, Linda
Sent: Thursday, July 06, 2017 8:32 AM
To: Showman, John <Showman.John@epa.gov>
Subject: RE: V/V communication

Debbi is normally in around 8:30. She should be in soon. Gary doesn't have the latest.

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Showman, John
Sent: Thursday, July 06, 2017 8:11 AM
To: Gray, Linda <gray.linda@epa.gov>
Subject: FW: V/V communication

From: Cooper, Marian
Sent: Thursday, July 06, 2017 8:10 AM
To: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
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Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



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Subject: V/V communication

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Message

From: Showman, John [Showman.John@epa.gov]
Sent: 7/6/2017 12:11:09 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: FW: V/V communication

From: Cooper, Marian
Sent: Thursday, July 06, 2017 8:10 AM
To: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: V/V communication

Trying to reach someone who has the latest draft of this communication. Thanks!

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



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Sent: Thursday, July 06, 2017 7:28 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: FW: V/V communication

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Sent: Wednesday, July 05, 2017 5:36 PM
To: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>
Subject: V/V communication

John, you probably need to run this by Mike before it goes to the AAs/Regions. I think he has an EELC meeting all afternoon, so the earlier the better.

Message

From: Burbach, Joseph [burbach.joseph@epa.gov]
Sent: 7/13/2017 12:13:12 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: FW: OHR 2017 VERA/VSIP Population
Attachments: Targeted Positions (OHR).xlsx

Electronic Copy of OHR VERA/VSIP targeted series/employees

Joseph Burbach

Senior Advisor
Office of Human Resources
U.S. Environmental Protection Agency
(202) 564-7783

From: Burbach, Joseph
Sent: Monday, June 26, 2017 8:33 AM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: OHR 2017 VERA/VSIP Population

FYI ----

For discussion and planning purposes, attached lists OHR staff targeted for VERA/VSIP offers (limited to series 2210, 301, 303, 326 and 343).

Table identifies total and max offers by series as well as employee's VERA and VSIP eligibility. Note several staff are already retirement eligible (shown as N/A in VERA eligible).

For planning purposes, beyond staff who may accept VERA/VSIP offer, OHR has a number of staff in other series (e.g., 201) that are currently retirement eligible.

For remainder of FY17 and beyond, need to be thinking what restructuring would serve OHR best. Considerations include ability to fill positions that become vacant as a result of VERA/VSIP and normal attrition.

Joseph Burbach

Senior Advisor
Office of Human Resources
U.S. Environmental Protection Agency
(202) 564-7783

Message

From: Coogan, Daniel [Coogan.Daniel@epa.gov]
Sent: 4/12/2017 12:10:30 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]
Subject: FW: FY 2019 -- Agency Reform Plan
Attachments: M-17-22.pdf

Just wanted to make sure you were aware of this requirement. I've added it to my FY 2019 list. Under M-17-22 agencies are required to submit an Agency Reform plan to OMB with our FY 2019 budget submission this fall . . .

Submission of Agency Reform Plans to OMB. As part of their FY 2019 Budget submissions to OMB in fall 2017, agencies will submit their proposed Agency Reform Plans to OMB. The Agency Reform Plans must include proposals for the agency's longterm workforce reduction plan (section 111.D for more detail) and be aligned with the draft agency strategic plan. When developing their Agency Reform Plan in coordination with OMB, agencies should consult with key stakeholders including their workforce. OMB will work with agencies to finalize these plans as part of the development of the President's FY 2019 Budget.

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
c: Ex. 6 - Personal Privacy
SEE - PHS - OARM Budget - RAPD

From: Coogan, Daniel
Sent: Wednesday, April 12, 2017 8:09 AM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>
Subject: FY 2019 -- Agency Reform Plan

Submission of Agency Reform Plans to OMB. As part of their FY 2019 Budget submissions to OMB in fall 2017, agencies will submit their proposed Agency Reform Plans to OMB. The Agency Reform Plans must include proposals for the agency's longterm workforce reduction plan (section 111.D for more detail) and be aligned with the draft agency strategic plan. When developing their Agency Reform Plan in coordination with OMB, agencies should consult with key stakeholders including their workforce. OMB will work with agencies to finalize these plans as part of the development of the President's FY 2019 Budget.

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
c: Ex. 6 - Personal Privacy
SEE - PHS - OARM Budget - RAPD

To: Hardy, Michael[Hardy.Michael@epa.gov]
From: Coogan, Daniel
Sent: Tue 3/28/2017 7:25:47 PM
Subject: FW: Aligning FY 2018 Non-Pay Reductions w/ Activity Papers
[FY18activity Acquisition.docx](#)
[FY18activity Facilities.docx](#)
[FY18activity Grants.docx](#)
[FY18activity HomelandSecurity.docx](#)
[FY18activity HumanResources.docx](#)

Here's the breakdown . . .

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

c: Ex. 6 - Personal Privacy -

[OARM Budget SharePoint Site](#)

From: Coogan, Daniel
Sent: Tuesday, March 28, 2017 2:31 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc:
Subject: Aligning FY 2018 Non-Pay Reductions w/ Activity Papers

All, below are your updated resource levels by appropriation for FY 2018 (dollars in thousands). The chart below shows your FY 2016 Enacted levels, the FY 2018 reduction and your new FY 2018 President's Budget Submission target. Please review your Activity Papers (attached) to ensure that the activities we listed under "Will be done in 2018" and "Will not be done in 2018" align with these updated resource levels. If you need to make any changes to your paper, **please**

let me know by noon tomorrow. A few qualifiers about the numbers:

1. This includes **all non-pay** (so Rent, Utilities and Security are included for OA, RTP and Cincy).

Ex. 5 - Deliberative Process

3. There is a lot of detail behind these numbers. If you would like me to walk through the reductions at a more granular level (I have it down to the budget accounting line) please let me know and I will provide those details.

Ex. 5 - Deliberative Process

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

C: Ex. 6 - Personal Privacy

OARM Budget SharePoint Site

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 6/6/2017 6:58:17 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Hardy, Michael [Hardy.Michael@epa.gov]
Subject: Updated V/V Materials
Attachments: OARM business case 6-6-17 II.docx; V-V Budget Information 6.6.2017.docx; OARM Targeted Position Template 6.6.2017 .xlsx

Hi,

Attached is the budget information and an updated business case. As we discussed, I added in the Supervisory Procurement Analyst position to the business case with additional language (I left track changes on, so you could see the edits).

I also included the most recent version of the Targeted Position Template, which includes the additional Supervisory Procurement Analyst.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 5/5/2017 8:07:36 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]; Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: OARM One Page Business Case
Attachments: OARM one page business case 5 4 17 ver 3.docx

Hi Debbi,

Attached please find OARM's workforce reshaping one page business case. If you have any questions please let me know. Thank you!

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Cooper, Marian [Cooper.Marian@epa.gov]
Sent: 5/5/2017 6:44:16 PM
To: Gantt, Melissa [Gantt.Melissa@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]
Subject: OARM one page business case 5 4 17 ver 3.docx
Attachments: OARM one page business case 5 4 17 ver 3.docx

The latest for Donna's review

Melissa—thanks for printing.

To: Bell, Matthew[Bell.Matthew@epa.gov]; Cooper, Marian[Cooper.Marian@epa.gov]
Cc: Lemley, Lauren[Lemley.Lauren@epa.gov]; Hardy, Michael[Hardy.Michael@epa.gov]
From: Hitchens, Lynnann
Sent: Fri 5/5/2017 6:07:28 PM
Subject: FW: One page business case
OARM one page business case 5 4 17 ver 2.docx

Matt and Marian –

Not sure who is in today – but I wanted to confirm that we can get this to Debbi Hart today. Donna seemed fine with the first draft – however we got some comments from the offices.

Lauren is just waiting for the “OK” that we can accept the changes and send forward. If Donna is already gone for the day – please let us know, we will go ahead and submit.

It’s not that critical – all the write-ups will come back to Donna anyhow – I just don’t want to miss the deadline.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Hitchens, Lynnann
Sent: Thursday, May 04, 2017 6:08 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>
Subject: One page business case

I incorporated comments from OHR, OA and OGD. I did not hear from OAM. I left the comments in Track Changes.

If this is OK, Lauren can finalize and forward to OHR tomorrow.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

To: Hitchens, Lynnann[hitchens.lynnann@epa.gov]
Cc: Hardy, Michael[Hardy.Michael@epa.gov]; Lemley, Lauren[Lemley.Lauren@epa.gov]
From: Coogan, Daniel
Sent: Thur 6/29/2017 8:52:51 PM
Subject: RE: Updated V/V budget information
OARM V-V Budget Info Tables 6.29.2017 DC.docx

I made two minor changes. I added in the projected pay increases with the ☐ hires and then I assumed we would hire them midway through FY 2018. Everything else is the same except for the sum formulas that I adapted to reflect this change.

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

c: ☐ Ex. 6 - Personal Privacy

SEE – PHS – OARM Budget – RAPD

From: Hitchens, Lynnann
Sent: Thursday, June 29, 2017 4:39 PM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>
Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: FW: Updated V/V budget information

Hi – do you want to check this?

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: **Ex. 6 - Personal Privacy**

From: Lemley, Lauren

Sent: Thursday, June 29, 2017 4:37 PM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>

Subject: Updated V/V budget information

Hi,

Please see the updated budget information based on the call and our conversation earlier. I tried to put footnotes, so that you would know where my math came from. Thanks!

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

To: Lemley, Lauren[Lemley.Lauren@epa.gov]; Hitchens, Lynnann[hitchens.lynnann@epa.gov]; Hardy, Michael[Hardy.Michael@epa.gov]
From: Jablonski, Janice
Sent: Thur 6/29/2017 8:50:04 PM
Subject: RE: Updated V/V budget information

Thanks Lauren. For FY 18, the payroll for the 84 new hires should be only for one-half of the year. Since the footnotes will be transmitted to OMB, make sure they are written very clearly. Footnote E should read: Assume a GS-09, step 1 with 20% added to cover the cost of benefits.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Lemley, Lauren
Sent: Thursday, June 29, 2017 4:37 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
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Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

To: Hitchens, Lynnann[hitchens.lynnann@epa.gov]; Hardy, Michael[Hardy.Michael@epa.gov]; Showman, John[Showman.John@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]
Cc: Cooper, Marian[Cooper.Marian@epa.gov]
From: Jablonski, Janice
Sent: Tue 6/20/2017 3:16:50 PM
Subject: Draft - OARM-Customized Talking Points for Town Hall Meeting
OARM Talking Points.VERA and VSIP.6.20.17.docx

Attached are the Town Hall V/V Talking Points customized for OARM. I have attempted to briefly summarize our request by geographic location. Please let me know if there are any questions or if I need to make any changes. Thanks.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 5 - Deliberative Process (cell)

To: Hitchens, Lynnann[hitchens.lynnann@epa.gov]; Jablonski, Janice[jablonski.janice@epa.gov]; Lemley, Lauren[Lemley.Lauren@epa.gov]
Cc: Hardy, Michael[Hardy.Michael@epa.gov]
From: Coogan, Daniel
Sent: Thur 6/29/2017 7:05:49 PM
Subject: RE: Moving forward with V/V
VV Tables.docx

I was on the call today and they provided the R10 example. I'm happy to help with OARM's numbers if you want me to.

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

c: **Ex. 6 - Personal Privacy**

SEE – PHS – OARM Budget – RAPD

From: Hitchens, Lynnann
Sent: Wednesday, June 28, 2017 4:31 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Cc: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: FW: Moving forward with V/V

Hi – I just wanted to let you know that we may be required to do some work on the cost data we submitted to OHR for the V/V. I'm expecting that the request for information will come to one of the three of you – not sure if it will be approached from a budget angle, or an HR angle.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: **Ex. 6 - Personal Privacy**

From: Showman, John
Sent: Wednesday, June 28, 2017 4:27 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: FW: Moving forward with V/V

From: Vizian, Donna
Sent: Wednesday, June 28, 2017 4:23 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; ARA <ARA@epa.gov>
Subject: Moving forward with V/V

Hi Everyone,

As I mentioned yesterday, OMB requested a meeting on our V/V proposal. The meeting went well. I don't expect their questions to hold up moving forward with the plan, however we do need to provide some additional data. We need to refine our costing tables and we need to be consistent. OCFO has graciously agreed to help with this (thanks Carol). We will be reaching out to your staff to help us complete this quickly. Thanks in advance.

Best,

Donna

To: Hardy, Michael[Hardy.Michael@epa.gov]
From: Jablonski, Janice
Sent: Thur 7/13/2017 8:09:37 PM
Subject: RE: V/V Tracking Sheet

Lynnann wanted to share this with the Directors.

From: Hardy, Michael
Sent: Thursday, July 13, 2017 4:09 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: Re: V/V Tracking Sheet

Just for us...

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

US EPA

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

On Jul 13, 2017, at 4:07 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Ex. 5 - Deliberative Process

Just trying to manage expectations.

From: Hardy, Michael

Sent: Thursday, July 13, 2017 4:00 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: Re: V/V Tracking Sheet

Thanks!

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

US EPA

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

On Jul 13, 2017, at 3:59 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Yes. We have it. We would pull it from the Org Roster. This list is compiled from the system notifications we are receiving as applications come in.

We can add it.

From: Hardy, Michael
Sent: Thursday, July 13, 2017 3:58 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: Re: V/V Tracking Sheet

Not sure I follow... The series was indicated with the original communication broken out by each Program Office...

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

US EPA

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy

Cell

On Jul 13, 2017, at 3:55 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

We would have to look that up. The SSC's will be checking eligibility factors in a later phase. This is basically the info from this early phase.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Those

determinations are the purview of the SSCs at this stage.

Sent from my iPhone

On Jul 13, 2017, at 3:50 PM, Hardy, Michael <Hardy.Michael@epa.gov> wrote:

Maybe job series???

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

US EPA

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

On Jul 13, 2017, at 12:59 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Here's our tracker for V/V applications. Any other fields needed?

From: Lemley, Lauren
Sent: Thursday, July 13, 2017 12:57 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: V/V Tracking Sheet

Here you go. I'll keep it updated. Any columns you want added?

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

<V-V Application Tracking Sheet.xlsx>

To: ARA[ARA@epa.gov]
Cc: Deputy ARAs[Deputy_ARAs@epa.gov]; Hardy, Michael[Hardy.Michael@epa.gov]; Hitchens, Lynnann[hitchens.lynnann@epa.gov]
From: Westenberger, Andrea
Sent: Thur 7/13/2017 6:43:24 PM
Subject: ARA-OARM Call, 7/18 - request for additional agenda topics

ARAs – please send any additional OARM agenda items to me, Michael, and Lynnann by Monday morning. This is the initial set of draft topics:

- [REDACTED] VERA/VSIP
- [REDACTED] Performance Improvement Plan (sent by Donna on 7/12)
- [REDACTED] EMS (discussion of scaling back reporting to only what is required)

Thanks,

Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

Ex. 6 - Personal Privacy [REDACTED] (cell)

westenberger.andrea@epa.gov

Message

From: Jablonski, Janice [jablonski.janice@epa.gov]
Sent: 7/13/2017 4:59:06 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]
CC: Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: FW: V/V Tracking Sheet
Attachments: V-V Application Tracking Sheet.xlsx

Here's our tracker for V/V applications. Any other fields needed?

From: Lemley, Lauren
Sent: Thursday, July 13, 2017 12:57 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: V/V Tracking Sheet

Here you go. I'll keep it updated. Any columns you want added?

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 6/18/2017 6:25:44 PM
To: Hardy, Michael [Hardy.Michael@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Re: OARM V/V

I don't think Jan is appropriate. Should be OD if we let each office handle or me if we do all oarm.

Sent from my iPhone

On Jun 18, 2017, at 12:46 PM, Hardy, Michael <Hardy.Michael@epa.gov> wrote:

I was thinking Jan Jablonski...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy

 - Cell

On Jun 18, 2017, at 12:21 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi. We need a plan on how to let the OARM employees in the pool to be notified. We have the all employees planned but who will individuals ask if they are included?

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/18/2017 4:21:37 PM
To: Showman, John [Showman.John@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: OARM V/V

Hi.

Ex. 5 - Deliberative Process
Ex. 5 - Deliberative Process

To: Hardy, Michael[Hardy.Michael@epa.gov]
Cc: Hitchens, Lynnann[hitchens.lynnann@epa.gov]
From: Lemley, Lauren
Sent: Mon 5/1/2017 1:24:53 PM
Subject: RE: V/V

No,

Have received OA, RTP and OALJ. I believe OHR is getting us something today, not sure about the others.

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

From: Hardy, Michael
Sent: Friday, April 28, 2017 4:51 PM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: V/V

Lauren,

Did you receive the summaries from each Office?

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

US EPA

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

To: Hardy, Michael[Hardy.Michael@epa.gov]; Hitchens, Lynnann[hitchens.lynnann@epa.gov];
Cox, Andrew[Cox.Andrew@epa.gov]
From: Westenberger, Andrea
Sent: Thur 6/15/2017 8:15:04 PM
Subject: RE: 6/20 OARM & OCFO Meeting with ARAs

Ok, so here is a quick outline:

OARM

- VERA/VSIP (10-15 min) – Linda/Wes/Debbi
- Fitness Centers (10 min) – Bob Coomber?
- EAP (5 min) – OHR
- *Drug Free Workplace (since there call is split between OARM & OCFO, could this update come in email form? Or at a future call?*

OCFO

- Budget (5 min)
- PCA/PeoplePlus (20 min)

Thanks,

Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)

westenberger.andrea@epa.gov

From: Hardy, Michael

Sent: Thursday, June 15, 2017 12:47 PM

To: Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Cox, Andrew <Cox.Andrew@epa.gov>

Subject: RE: 6/20 OARM & OCFO Meeting with ARAs

Andrea,

We have just received a request from OHR to add EAP and Drug Free Workplace to the agenda for next week. Thanks!

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

US EPA

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

From: Westenberger, Andrea
Sent: Thursday, June 15, 2017 3:12 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Cox, Andrew <Cox.Andrew@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Subject: RE: 6/20 OARM & OCFO Meeting with ARAs

Ok, thanks. Fitness centers will probably come up too – we saw the heads up yesterday.

Thanks,

Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)

westenberger.andrea@epa.gov

From: Hitchens, Lynnann
Sent: Thursday, June 15, 2017 12:11 PM
To: Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Cox, Andrew <Cox.Andrew@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Subject: RE: 6/20 OARM & OCFO Meeting with ARAs

Andrea – Michael is going to poll the offices for other topics. We'll make sure Linda/Wes or Debbi Hart is available for the V/V discussion – I imagine that will take 10-15 minutes, about

half the time.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Westenberger, Andrea

Sent: Thursday, June 15, 2017 1:09 PM

To: Cox, Andrew <Cox.Andrew@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Subject: RE: 6/20 OARM & OCFO Meeting with ARAs

Hi all – thanks for coordinating on this.

Lynnann, for the OARM portion, the ARAs would like an update on VERA/VSIP communications

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Are there other OARM topics you're planning for the agenda?

Thanks,

Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)

westenberger.andrea@epa.gov

From: Cox, Andrew

Sent: Wednesday, June 14, 2017 7:52 AM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Cc: Westenberger, Andrea <Westenberger.Andrea@epa.gov>

Subject: 6/20 OARM & OCFO Meeting with ARAs

Lynnann,

One detail I forgot to ask you about is whether OARM wanted to have your portion of the meeting from 11:30AM to 12PM EST or 12PM to 12:30PM EST. We'll work with whichever half hour you do not want.

Andrew B. Cox, MBA, PMP

U.S. EPA Office of the Chief Financial Officer (2710A)

Immediate Office

Policy and Communications Staff

1200 Pennsylvania Avenue, NW

Washington, DC 20460

(202)-564-4398

To: Lemley, Lauren[Lemley.Lauren@epa.gov]; Hardy, Michael[Hardy.Michael@epa.gov]
Cc: Jablonski, Janice[jablonski.janice@epa.gov]
From: Hitchens, Lynnann
Sent: Wed 7/19/2017 8:09:29 PM
Subject: RE: V/V Update as of 7/18/2017

Thanks Lauren.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Lemley, Lauren
Sent: Wednesday, July 19, 2017 4:09 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Cc: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: FW: V/V Update as of 7/18/2017

Same story today. Thanks!

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

From: Lemley, Lauren
Sent: Tuesday, July 18, 2017 5:06 PM
To: Hardy, Michael <Hardy.Michael@epa.gov>; Hitchens, Lynnann

<hitchens.lynnann@epa.gov>

Cc: Jablonski, Janice <jablonski.janice@epa.gov>

Subject: V/V Update as of 7/18/2017

No new VERA/VSIP applications today. Attached is yesterday's update. Thanks!

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

To: Hardy, Michael[Hardy.Michael@epa.gov]
From: Cooper, Marian
Sent: Thur 6/15/2017 7:38:12 PM
Subject: RE: Topics for the upcoming ARA call

Don't know - let's see what they come back with.

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Hardy, Michael
Sent: Thursday, June 15, 2017 3:37 PM
To: Cooper, Marian <Cooper.Marian@epa.gov>
Subject: RE: Topics for the upcoming ARA call

Is OHR prepared to discuss?

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy

 - Cell

From: Cooper, Marian
Sent: Thursday, June 15, 2017 3:35 PM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: RE: Topics for the upcoming ARA call

Maybe the upcoming drug testing?

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233

<< OLE Object: Picture (Device Independent Bitmap) >>

From: Hardy, Michael
Sent: Thursday, June 15, 2017 3:24 PM
To: Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Showman, John <Showman.John@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Hitchens, Lynnnann <hitchens.lynnann@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Topics for the upcoming ARA call

Good afternoon,

The next ARA call with OARM and OCFO is scheduled for next Tuesday, 6/20... We're scheduled to cover our portion from 11:30-12:00... Thus far the requested topics from the ARA's include V/V and the future of Agency participation in the funding of fitness centers... Are there any other topics you wish to have on the agenda? Please respond before Monday afternoon and thanks!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Ex. 6 - Personal Privacy - Cell

To: Hardy, Michael[Hardy.Michael@epa.gov]
From: Showman, John
Sent: Thur 6/15/2017 7:35:21 PM
Subject: Re: Topics for the upcoming ARA call

Didn't Donna cover those topics with them earlier this week??

Sent from my iPhone

On Jun 15, 2017, at 3:24 PM, Hardy, Michael <Hardy.Michael@epa.gov> wrote:

Good afternoon,

The next ARA call with OARM and OCFO is scheduled for next Tuesday, 6/20... We're scheduled to cover our portion from 11:30-12:00... Thus far the requested topics from the ARA's include V/V and the future of Agency participation in the funding of fitness centers... Are there any other topics you wish to have on the agenda? Please respond before Monday afternoon and thanks!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy

 - Cell

To: Westenberger, Andrea[Westenberger.Andrea@epa.gov]; Cox, Andrew[Cox.Andrew@epa.gov]; Hardy, Michael[Hardy.Michael@epa.gov]
From: Hitchens, Lynnann
Sent: Thur 6/15/2017 7:10:46 PM
Subject: RE: 6/20 OARM & OCFO Meeting with ARAs

Andrea – Michael is going to poll the offices for other topics. We'll make sure Linda/Wes or Debbi Hart is available for the V/V discussion – I imagine that will take 10-15 minutes, about half the time.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Westenberger, Andrea
Sent: Thursday, June 15, 2017 1:09 PM
To: Cox, Andrew <Cox.Andrew@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: 6/20 OARM & OCFO Meeting with ARAs

Hi all – thanks for coordinating on this.

Lynnann, for the OARM portion, the ARAs would like an update on VERA/VSIP communications (yesterday Donna shared that talking points will likely come out on Friday for them to share in the regions). Are there other OARM topics you're planning for the agenda?

Thanks,

Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)

westenberger.andrea@epa.gov

From: Cox, Andrew

Sent: Wednesday, June 14, 2017 7:52 AM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Cc: Westenberger, Andrea <Westenberger.Andrea@epa.gov>

Subject: 6/20 OARM & OCFO Meeting with ARAs

Lynnann,

One detail I forgot to ask you about is whether OARM wanted to have your portion of the meeting from 11:30AM to 12PM EST or 12PM to 12:30PM EST. We'll work with whichever half hour you do not want.

Andrew B. Cox, MBA, PMP

U.S. EPA Office of the Chief Financial Officer (2710A)

Immediate Office

Policy and Communications Staff

1200 Pennsylvania Avenue, NW

Washington, DC 20460

(202)-564-4398

To: Hardy, Michael[Hardy.Michael@epa.gov]
From: Harris, Monisha
Sent: Thur 6/15/2017 7:02:36 PM

Monisha Harris

Director, Federal Advisory Committee Management Division

Room 1102C WJC East Building - MC: 1601M

Work: 202-564-0563

From: Jablonski, Janice
Sent: Thursday, June 15, 2017 2:54 PM
To: Joyce, Mark <Joyce.Mark@epa.gov>
Subject: RE: Cincinnati and Las Vegas HR Shared Service Centers HQ Site Visit Next Week, June 20 - 22, 2017

No registration necessary. Just show up at the appropriate place and time.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Joyce, Mark
Sent: Thursday, June 15, 2017 2:20 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: RE: Cincinnati and Las Vegas HR Shared Service Centers HQ Site Visit Next Week, June 20 - 22, 2017

Dear Janice,

Thanks very much for the information. I would like to attend the Retirement Preparation Process course on Wednesday, June 21st at 11:00 am. Please let me know what I need to do to register.
Thanks very much.

Mark

Mark Joyce

Senior Advisor

U.S. EPA (1601M)

1201 Constitution Avenue NW

Washington, DC 20004

Tel: 202-564-2130

Fax: 202-564-8129

Email: Joyce.Mark@epa.gov

From: Jablonski, Janice

Sent: Thursday, June 15, 2017 2:12 PM

To: OARM ALJ EVERYONE <OARM_ALJ EVERYONE@epa.gov>; OARM EAB EVERYONE <OARM_EAB EVERYONE@epa.gov>; OARM OGD HQ <OARM_OGD_HQ@epa.gov>; OARM-OAM-WASH <OARMOAMWASH@epa.gov>; OARM-OA-OAGOV <OARMOAOAGOV@epa.gov>; OARM-ODACMO <OARM-ODACMO@epa.gov>; OHR Everyone <OHR_Everyone@epa.gov>; OPRM-IO <OPRMIO@epa.gov>

Subject: Cincinnati and Las Vegas HR Shared Service Centers HQ Site Visit Next Week, June 20 - 22, 2017

ALL: Representatives from the Las Vegas and Cincinnati Human Resources Shared Service Centers will be visiting Washington, DC on Tuesday, Wednesday and Thursday of next week. During that time, they will be offering some valuable training classes, including an overview of Voluntary Early Retirement Authority/Voluntary Separation Incentive Payments (VERA/VSIP), and retirement preparation. You may attend any of the classes shown on the attached schedule. Please let me know if you have any questions.

Following are descriptions of the classes:

How to Apply (USAJOBS)

This presentation provides basic overview of how to apply for Federal position through USAJOBS.

-

VERA/VSIP Overview

This presentation provides employees with general information regarding retirement under a VERA/VSIP. In addition to the VERA/VSIP overview, the presentation will also provide general information about optional retirement, benefits in retirement and some frequently asked questions. Contact information will be provided within the presentation for the 3 Shared

Service Centers within the agency as well as Q&A of any available information.

Approximate length of presentation: 1 – 1.5 hours

Retirement Preparation Process

This presentation is for any employee that is interested in finding out more information about retirement and the entire process involved with retirement.

The presentation will cover general retirement information, how and when to request retirement annuity estimates, the best date/s to retire, contact information for your Shared Service Center. We will discuss when to initiate the retirement application process, required forms, what to expect from the agency as well as from the Office of Personnel Management. Q&A will also be addressed throughout the presentation.

Approximate length of presentation: 1 hour + Q&A

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

To: Patrick, Kimberly[Patrick.Kimberly@epa.gov]
Cc: Hardy, Michael[Hardy.Michael@epa.gov]; Lemley, Lauren[Lemley.Lauren@epa.gov]
From: Hitchens, Lynnann
Sent: Thur 5/4/2017 9:04:07 PM
Subject: phone call

Hi – I left you a voicemail. First thing was audits:

Ex. 5 - Deliberative Process

The second item was about the VERA/VSIP. Lauren Lemley sent a table for your comment. Maybe we can get together with you and Pam next week to get some more details on what you would like to offer.

Thanks!

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

To: Ack, David[Ack.David@epa.gov]
Cc: Cox, Andrew[Cox.Andrew@epa.gov]; Hardy, Michael[Hardy.Michael@epa.gov]; Gray, Richard[Gray.Richard@epa.gov]
From: Kelty, Diane
Sent: Wed 8/2/2017 11:59:03 PM
Subject: RE: One Stop HQ Employee Separation Event for V/V

Hi David –

Please add Richard Gray (see below) to the list of OCFO staff supporting the V/V separation event.

Thanks,

Diane

From: Kelty, Diane
Sent: Friday, July 28, 2017 10:28 AM
To: Ack, David <Ack.David@epa.gov>
Cc: Cox, Andrew <Cox.Andrew@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Subject: RE: One Stop HQ Employee Separation Event for V/V

David –

OCFO's POCs to support V/V offboarding are:

OTS – Payroll – Michael Reese, Heidi Gross, and Alan Jefferies

OC – Travel – Khary Nelson, Shaun Pennington, **NEW: Richard Gray**

FYI - Alan is located at RTP and Khary & Shaun in Cincinnati.

And, of course, please keep Andrew and I in the loop.

Thanks,

Diane

From: Ack, David

Sent: Thursday, July 27, 2017 9:57 AM

To: Glazier, Kelly <Glazier.Kelly@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Cox, Andrew <Cox.Andrew@epa.gov>; Kelty, Diane <Kelty.Diane@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Mobashar, Mutahara <mobashar.mutahara@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>

Cc: OARM Directors <OARM_Directors@epa.gov>

Subject: One Stop HQ Employee Separation Event for V/V

Importance: High

All,

OARM has scheduled an all-day one stop employee separation event for Wednesday, August 23, 2017 in the WJCS Room 2138. Tentative time is 8:00-5:30pm. We will need representatives from the Badging Office, Security (NSI Debrief and Credentials), Facilities, Transit Subsidy/Parking Subsidy/Parking Passes, SHEM, OITA (for passports) and the library. Please ensure that individuals from your organization have the appropriate authority are available to participate in this event.

Staff should bring a printed form 3110-1 which they will need to email to hrpayhelp@epa.gov to check the status of their leave balances, purchase cards and any other debts. They should email the form to cinwd_travel@epa.gov to terminate their travel card and ensure balances are zero.

We are expecting a representative from OITA for anyone that has passports, but be advised, staff with passports may have to report directly to OITA due to the sensitive nature and control procedures for passports. Please identify staff that will be able to be on hand to cover the entire day. I will be setting up a short meeting to go over the details with them. Please submit the names of your staff that will be supporting this event to ack.david@epa.gov by COB Friday, August 4th.

Regards,

David B. Ack, MPA

Business Process Improvement Coordinator

Lean Six Sigma Master Black Belt/OARM Lean Advocate

Office of Administration and Resources Management

Office of Resources, Operations and Management I/O

U.S. Environmental Protection Agency WJCN 3353H

1200 Pennsylvania Avenue NW

Washington, DC 20460

202-564-2885 (o)

Ex. 6 - Personal Privacy (C)

"A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

To: Hitchens, Lynnann[hitchens.lynnann@epa.gov]
Cc: Hart, Debbi[Hart.Debbi@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Lemley, Lauren[Lemley.Lauren@epa.gov]; Hardy, Michael[Hardy.Michael@epa.gov]; Jablonski, Janice[jablonski.janice@epa.gov]
From: Hunt, Loretta
Sent: Tue 6/6/2017 9:51:42 PM
Subject: RE: OARM V/V Business Case

I don't see the budget information. The business case looks fine.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hitchens, Lynnann
Sent: Tuesday, June 06, 2017 5:45 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: OARM V/V Business Case

Loretta – Attached is the revised business case addressing your comments in Track Changes.

I have also included a clean version of the business case with all changes accepted and comments removed. (OARM business case 6 6 2017 FINAL.docx)

Also attached is the budget information and Excel template, per the original request.

I want to draw your attention to two additional changes that require your review and approval:

- We added some clarifying language to support the inclusion of a single 0343 Program Analyst position in the Cincinnati IRMD Division.
- We added language highlighting the inclusion of the Supervisory Procurement Analyst position in OAM, which would be restructured to a Supervisory Contract Specialist position. This is consistent with OAM's overall move to Contract Specialists, as part of one of our core business functions.

I will be out of the office until Tuesday, please let Lauren, Michael or Jan know if you need anything further from OARM.

Thanks for all of your help,

Lynnann

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

U7

From: Hunt, Loretta

Sent: Friday, June 02, 2017 1:11 PM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: OARM V/V Business Case

Importance: High

Please see my comments in the attached document and revise accordingly. Also, has OARM provided budget information? If you have any questions, please contact me.

To: Jablonski, Janice[jablonski.janice@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]
Cc: Hardy, Michael[Hardy.Michael@epa.gov]
From: Young, Debbie
Sent: Tue 6/6/2017 2:10:33 PM
Subject: RE: VERA/VSIP Overview Presentations

Jan,

Will do!

Debbie Young

Branch Chief, Headquarters Customer Operations

Human Resources Shared Service Center

USEPA, OARM, Cincinnati, Ohio 45268

Phone: 513-569-7544

Fax: 513-569-7826

From: Jablonski, Janice
Sent: Tuesday, June 06, 2017 8:39 AM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Young, Debbie <young.debbie@epa.gov>
Cc: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: Fwd: VERA/VSIP Overview Presentations

Good morning: just FYI, I returned from FEI last week. Please make sure I receive all mailings for PMOs. Thanks.

Sent from my iPhone

Begin forwarded message:

From: "Hardy, Michael" <Hardy.Michael@epa.gov>
Date: June 5, 2017 at 6:03:56 PM EDT
To: "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>, "Jablonski, Janice" <jablonski.janice@epa.gov>
Subject: Fwd: VERA/VSIP Overview Presentations

Not sure if you were both aware...

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

US EPA

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy Cell

Begin forwarded message:

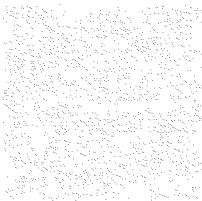
From: "Bonner, Jerome" <Bonner.Jerome@epa.gov>

Date: June 5, 2017 at 1:30:03 PM EDT

To: "Lemley, Lauren" <Lemley.Lauren@epa.gov>, "Smith, Susan" <Smith.Susan@epa.gov>, "Milton, Laura" <Milton.Laura@epa.gov>, "Breneman, Sara" <breneman.sara@epa.gov>, "Price, Patricia" <price.patricia@epa.gov>, "Fowler, Joshua" <Fowler.Joshua@epa.gov>, "Hill, Troy" <Hill.Troy@epa.gov>

Cc: "Hardy, Michael" <Hardy.Michael@epa.gov>, "Datcher, Dawn" <Datcher.Dawn@epa.gov>, "Sanders, Amy" <Sanders.Amy@epa.gov>, "Mairose, Sue" <Mairose.Sue@epa.gov>

Subject: VERA/VSIP Overview Presentations



Dear Colleagues,

I dislike requesting information on such a short notice, but I really need your

assistance. We would like to plan conducting VERA/VSIP Overview Presentations to our service populations. Can you provide an estimate on how many presentations you might need? We will have some webinar sessions open to all our service population, but would also like to target your specific AAship/Region. Please keep in mind the number of potential VERA/VSIP offerings when projecting number of overview presentations we should conduct.

If possible, please provide estimates by close of business today. Again, I apologize for the short notice.

Thanks

JB

Jerome W. Bonner

Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may

be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

From: Hill, Troy [Hill.Troy@epa.gov]
Sent: 6/5/2017 5:45:01 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]
CC: Hardy, Michael [Hardy.Michael@epa.gov]; Datcher, Dawn [Datcher.Dawn@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]; McDonald, James [McDonald.James@epa.gov]
Subject: RE: VERA/VSIP Overview Presentations

Jerome,

Region 6 submitted a proposal to have max offers for V/V. Based on this we believe 3 to 4 presentations will be needed. If you have any questions please let me know.

Troy

From: Bonner, Jerome
Sent: Monday, June 05, 2017 12:30 PM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>
Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Datcher, Dawn <Datcher.Dawn@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>
Subject: VERA/VSIP Overview Presentations

Dear Colleagues,

I dislike requesting information on such a short notice, but I really need your assistance. We would like to plan conducting VERA/VSIP Overview Presentations to our service populations. Can you provide an estimate on how many presentations you might need? We will have some webinar sessions open to all our service population, but would also like to target your specific AAship/Region. Please keep in mind the number of potential VERA/VSIP offerings when projecting number of overview presentations we should conduct.

If possible, please provide estimates by close of business today. Again, I apologize for the short notice.

Thanks
JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: **Ex. 6 - Personal Privacy**

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility

in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 7/13/2017 8:25:32 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]
Subject: FW: V/V Tracking Sheet
Attachments: V-V Application Tracking Sheet.xlsx

Updated sheet

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Jablonski, Janice
Sent: Thursday, July 13, 2017 4:05 PM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Cc: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: RE: V/V Tracking Sheet

We will add grade and series.

From: Hardy, Michael
Sent: Thursday, July 13, 2017 4:00 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: Re: V/V Tracking Sheet

Thanks!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy Cell

On Jul 13, 2017, at 3:59 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Yes. We have it. We would pull it from the Org Roster. This list is compiled from the system notifications we are receiving as applications come in.

We can add it.

From: Hardy, Michael
Sent: Thursday, July 13, 2017 3:58 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: Re: V/V Tracking Sheet

Not sure I follow... The series was indicated with the original communication broken out by each Program Office...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

On Jul 13, 2017, at 3:55 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

We would have to look that up.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sent from my iPhone

On Jul 13, 2017, at 3:50 PM, Hardy, Michael <Hardy.Michael@epa.gov> wrote:

Maybe job series???

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and
Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Ex. 6 - Personal Privacy - Cell

On Jul 13, 2017, at 12:59 PM, Jablonski, Janice
<jablonski.janice@epa.gov> wrote:

Here's our tracker for V/V applications. Any other fields
needed?

From: Lemley, Lauren
Sent: Thursday, July 13, 2017 12:57 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: V/V Tracking Sheet

Here you go. I'll keep it updated. Any columns you
want added?

Lauren Lemley

Office of Resources, Operations and Management,
OARM
202-564-1290

<V-V Application Tracking Sheet.xlsx>

Message

From: Coogan, Daniel [Coogan.Daniel@epa.gov]
Sent: 4/12/2017 12:24:44 PM
To: Hardy, Michael [Hardy.Michael@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: FY 2019 -- Agency Reform Plan

The memo just came out this morning. I wasn't sure if the issue came up at one of OHR's weekly reviews.

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862

C: Ex. 6 - Personal Privacy

SEE - PHS - OARM Budget - RAPD

From: Hardy, Michael
Sent: Wednesday, April 12, 2017 8:14 AM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: FY 2019 -- Agency Reform Plan

Thanks, I wasn't aware...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

From: Coogan, Daniel
Sent: Wednesday, April 12, 2017 8:11 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Subject: FW: FY 2019 -- Agency Reform Plan

Just wanted to make sure you were aware of this requirement. I've added it to my FY 2019 list. Under M-17-22 agencies are required to submit an Agency Reform plan to OMB with our FY 2019 budget submission this fall . . .

Submission of Agency Reform Plans to OMB. As part of their FY 2019 Budget submissions to OMB in fall 2017, agencies will submit their proposed Agency Reform Plans to OMB. The Agency Reform Plans must include proposals for the agency's longterm workforce reduction plan (section 111.D for more detail) and be aligned with the draft agency strategic plan. When developing their Agency Reform Plan in coordination with OMB, agencies should consult with key stakeholders including their workforce. OMB will work with agencies to finalize these plans as part of the development of the President's FY 2019 Budget.

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM

o: 202-564-1862

c: Ex. 6 - Personal Privacy

SEE - PHS - OARM Budget - RAPD

From: Coogan, Daniel

Sent: Wednesday, April 12, 2017 8:09 AM

To: Coogan, Daniel <Coogan.Daniel@epa.gov>

Subject: FY 2019 -- Agency Reform Plan

Submission of Agency Reform Plans to OMB. As part of their FY 2019 Budget submissions to OMB in fall 2017, agencies will submit their proposed Agency Reform Plans to OMB. The Agency Reform Plans must include proposals for the agency's longterm workforce reduction plan (section 111.D for more detail) and be aligned with the draft agency strategic plan. When developing their Agency Reform Plan in coordination with OMB, agencies should consult with key stakeholders including their workforce. OMB will work with agencies to finalize these plans as part of the development of the President's FY 2019 Budget.

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

c: Ex. 6 - Personal Privacy

SEE - PHS - OARM Budget - RAPD

Message

From: Jablonski, Janice [jablonski.janice@epa.gov]
Sent: 7/7/2017 11:05:47 AM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]; Showman, John [Showman.John@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]
CC: Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: FYI - We are working on this FW: V/V Communication Templates
Attachments: Prog and Reg VERA-VSIP Announcement 7-6-17.docx

Importance: High

FYI. Lauren is working on the mailing list for the detailed email and the summary table (Attachment A). We should be ready to go in plenty of time for the Monday release. I am canvassing the offices to determine whether we have anyone in the pool who is on extended leave and will be prepared to send them hard copy memos via certified mail.

Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 7:03 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: V/V Communication Templates
Importance: High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

- The agency must have approval from OPM before notices can be sent. Stay tuned.
- The general notification goes to all employees in your program or region.
- The "targeted position" notice and attachments will only be sent to employees in your program/region's targeted positions pool.
- For organizations that targeted SL/ST positions, the Executive Resources Division is the servicing HR Office, not the SSC.

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or hart.debbi@epa.gov.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Coogan, Daniel [Coogan.Daniel@epa.gov]
Sent: 7/5/2017 2:28:11 PM
To: Hardy, Michael [Hardy.Michael@epa.gov]
Subject: RE: Plan for Consolidating HR and Budget Work

Sure, I'll add in estimated FTE associated with each function.

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
c: **Ex. 6 - Personal Privacy**
SEE - PHS - OARM Budget - RAPD

From: Hardy, Michael
Sent: Wednesday, July 5, 2017 10:21 AM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>
Subject: RE: Plan for Consolidating HR and Budget Work

Going to need to provide some estimates based on current workload. Jan is working on the number of HR 52's and by nature/type of HR work then costing out as is and to be numbers. Need something similar for the budget side.

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Ex. 6 - Personal Privacy - Cell

From: Coogan, Daniel
Sent: Wednesday, July 05, 2017 10:18 AM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: RE: Plan for Consolidating HR and Budget Work

Even if there are not V/V departures there is still the potential for significant savings.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
c: **Ex. 6 - Personal Privacy**

From: Hardy, Michael
Sent: Wednesday, July 5, 2017 10:14 AM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>
Subject: RE: Plan for Consolidating HR and Budget Work

And if

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Ex. 6 - Personal Privacy - Cell

From: Coogan, Daniel
Sent: Wednesday, July 05, 2017 10:06 AM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: RE: Plan for Consolidating HR and Budget Work

Ex. 5 - Deliberative Process

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
C: Ex. 6 - Personal Privacy
SEE – PHS – OARM Budget – RAPD

From: Hardy, Michael
Sent: Wednesday, July 5, 2017 9:59 AM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>
Subject: RE: Plan for Consolidating HR and Budget Work

Ex. 5 - Deliberative Process

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Ex. 6 - Personal Privacy - Cell

From: Coogan, Daniel
Sent: Wednesday, July 05, 2017 9:55 AM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: RE: Plan for Consolidating HR and Budget Work

Yes, Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
c: Ex. 6 - Personal Privacy
SEE - PHS - OARM Budget - RAPD

From: Hardy, Michael
Sent: Wednesday, July 5, 2017 9:52 AM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>
Subject: RE: Plan for Consolidating HR and Budget Work

When you indicate a "Branch", are you including the cost of a GS-15 for each area when estimating cost and potential savings?

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Ex. 6 - Personal Privacy - Cell

From: Coogan, Daniel
Sent: Wednesday, July 05, 2017 9:36 AM

To: Hardy, Michael <Hardy.Michael@epa.gov>

Subject: RE: Plan for Consolidating HR and Budget Work

Okay, how's this?

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
c: Ex. 6 - Personal Privacy
SEE – PHS – OARM Budget – RAPD

From: Hardy, Michael
Sent: Monday, July 3, 2017 6:42 AM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>
Subject: RE: Plan for Consolidating HR and Budget Work

Dan,

Provide a grid for Scenario 3 in alignment with what you provided for Scenario 4... Also, add a 5th Scenario with a similar grid that removes Ex. 5 - Deliberative Process

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Ex. 6 - Personal Privacy - Cell

From: Coogan, Daniel
Sent: Friday, June 30, 2017 1:17 PM

To: Hardy, Michael <Hardy.Michael@epa.gov>

Subject: FW: Plan for Consolidating HR and Budget Work

Michael, okay I'm updating with four scenarios:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
c: [Ex. 6 - Personal Privacy](#)
[SEE - PHS - OARM Budget - RAPD](#)

From: Coogan, Daniel
Sent: Friday, June 30, 2017 8:33 AM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: RE: Plan for Consolidating HR and Budget Work

So here's an arrangement I think would work:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
c: Ex. 6 - Personal Privacy
SEE – PHS – OARM Budget – RAPD

From: Hardy, Michael
Sent: Friday, June 30, 2017 6:28 AM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>
Subject: FW: Plan for Consolidating HR and Budget Work

Dan,

Jan is preparing options for discussion/consideration for the HR portion. We need you to consider something similar for the Budget side of things...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Ex. 6 - Personal Privacy - Cell

From: Showman, John
Sent: Thursday, June 29, 2017 7:50 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Plan for Consolidating HR and Budget Work

With the V/V fast approaching, we need a plan for how we are going to handle the HR and Budget work. I spoke briefly with Michael last week on this issue but can we try to have some options for me by July 25 so we can be in position to engage with Donna when she returns to the office on July 31 and then with the ODs/Deputies. Let me know if you want to talk. Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator
Office of Administration and Resources Management
US Environmental Protection Agency
202-564-5341

Message

From: Hardy, Michael [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=49C8348DCE4E4B8C890FF4C7D5E8F243-MICHAEL E. HARDY]
Sent: 5/23/2017 1:45:27 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: V/V Template

Lynnann,

I spoke with Monisha and she's fine with the numbers.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Ex. 6 - Personal Privacy - Cell

From: Hitchens, Lynnann
Sent: Tuesday, May 23, 2017 9:32 AM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: FW: V/V Template

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: **Ex. 6 - Personal Privacy**

From: Lemley, Lauren
Sent: Monday, May 22, 2017 4:22 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: V/V Template

Here is a version with names and total offers on the second tab.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 7/13/2017 8:09:04 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: Re: V/V Tracking Sheet

Just for us...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

On Jul 13, 2017, at 4:07 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Ex. 5 - Deliberative Process

From: Hardy, Michael
Sent: Thursday, July 13, 2017 4:00 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: Re: V/V Tracking Sheet

Thanks!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

On Jul 13, 2017, at 3:59 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Yes. We have it. We would pull it from the Org Roster. This list is compiled from the system notifications we are receiving as applications come in.

We can add it.

From: Hardy, Michael
Sent: Thursday, July 13, 2017 3:58 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: Re: V/V Tracking Sheet

Not sure I follow... The series was indicated with the original communication broken out by each Program Office...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
[1200 Pennsylvania Avenue, NW](#)
[Washington, D.C. 20460](#)
202-564-7899 - Work
571-344-5096 - Cell

On Jul 13, 2017, at 3:55 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

We would have to look that up. The SSC's will be checking eligibility factors in a later phase. This is basically the info from this early phase. I would be concerned that adding the that info would spark some opinions about who is in the pool and who is not, which is not something we want happening now. Those determinations are the purview of the SSCs at this stage.

Sent from my iPhone

On Jul 13, 2017, at 3:50 PM, Hardy, Michael <Hardy.Michael@epa.gov> wrote:

Maybe job series???

Michael Hardy
Acting Deputy Director, Office of Resources, Operations
and Management
Office of Administration and Resources Management
US EPA
[1200 Pennsylvania Avenue, NW](#)
[Washington, D.C. 20460](#)
202-564-7899 - Work
571-344-5096 - Cell

On Jul 13, 2017, at 12:59 PM, Jablonski, Janice
<jablonski.janice@epa.gov> wrote:

Here's our tracker for V/V applications.
Any other fields needed?

From: Lemley, Lauren
Sent: Thursday, July 13, 2017 12:57 PM
To: Jablonski, Janice
<jablonski.janice@epa.gov>
Subject: V/V Tracking Sheet

Here you go. I'll keep it updated. Any
columns you want added?

Lauren Lemley
Office of Resources, Operations and
Management, OARM
202-564-1290

<V-V Application Tracking
Sheet.xlsx>

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 5/17/2017 4:39:41 PM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: Re: Updated OARM-WTTS Recruitment Report

Looks good! Please send to Lynnnann for comment with a note that you'd like to get this to John today.

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy Cell

On May 17, 2017, at 12:05 PM, Lemley, Lauren <Lemley.Lauren@epa.gov> wrote:

Hi Michael,
Attached is the updated WTTS report I have color coded it:

Ex. 5 - Deliberative Process

I think the ones in the green are in some cases superseded by whatever hiring restrictions are currently in place.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Hardy, Michael
Sent: Friday, May 05, 2017 11:03 AM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: FW: OARM-WTTS Recruitment Report (5/03/2017)

Lauren,

Can you compare the list of pending actions to what the Offices submitted for the potential VERA/VSIP? I would like to be able to remove items from the WTTS report that we know are not going to be pursued. At least have some idea of how to proceed before John requests a status update. Thanks!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management

Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Cell

Ex. 6 - Personal Privacy

From: Showman, John
Sent: Wednesday, May 03, 2017 10:08 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: OARM-WTTS Recruitment Report (5/03/2017)

Is OROM looking at this so we can bring closure on some of these actions that we probably aren't going to move forward with?

From: Bonner, Jerome
Sent: Wednesday, May 03, 2017 10:06 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: OARM-WTTS Recruitment Report (5/03/2017)

Dear Colleagues,

Attached you will find your organization's overview summary from WTTS/FPPS listing actions that have been submitted to the SSC and the "end-to-end" status report. The overview report provides a snapshot of the number of recruitment/hire actions appearing current in FPPS/WTTS that have been submitted to the SSC and where they are in the hiring process. The "end-to-end" status report shows detailed status on each recruit action with the SSC. It is important to note that the reports are a "snapshot in time", which is indicated with the date stamp.

Please note future WTTS Recruitment Reports will be transmitted on a monthly basis.

Thanks
JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it

in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Bonner, Jerome
Sent: Wednesday, April 12, 2017 3:04 PM
To: Donna Vizian (Vizian.Donna@epa.gov) <Vizian.Donna@epa.gov>; John Showman (Showman.John@epa.gov) <Showman.John@epa.gov>
Cc: Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>
Subject: OARM-WTTS Recruitment Report (4/12/2017)

Dear Colleagues,

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From: Bonner, Jerome
Sent: Wednesday, March 29, 2017 9:34 AM
To: Donna Vizian (Vizian.Donna@epa.gov) <Vizian.Donna@epa.gov>; John Showman (Showman.John@epa.gov) <Showman.John@epa.gov>

Cc: Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>;
Jablonski, Janice <jablonski.janice@epa.gov>
Subject: OARM-WTTS Recruitment Report (3/29/2017)

Dear Colleagues,

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Please note we have revised the report to supplement the organizational code with the organization description.

The next report will be transmitted in two weeks.

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From: Bonner, Jerome
Sent: Wednesday, March 15, 2017 5:05 PM
To: Donna Vizian (Vizian.Donna@epa.gov) <Vizian.Donna@epa.gov>; John Showman (Showman.John@epa.gov) <Showman.John@epa.gov>
Cc: Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: OARM-WTTS Recruitment Report (3/15/2017)

Dear Colleagues,

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JB

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Cincinnati
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Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: Ex. 6 - Personal Privacy

<Updated WTTS_Customer Report_OARM_3MAY2017 5.17.2017.xlsx>

Message

From: Hardy, Michael [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=49C8348DCE4E4B8C890FF4C7D5E8F243-MICHAEL E. HARDY]
Sent: 5/11/2017 6:40:02 PM
To: Keigwin, Richard [Keigwin.Richard@epa.gov]
Subject: RE: Before I forget...

A bit of good news... I had a meeting with the HR Policy Director this afternoon... There is an updated draft remote reporting policy being circulated... When I inquired as to the roll-out, I was told "hopefully soon." I let her know that OCSPP/OPP was interested in participating in a Pilot if that would help facilitate the policy implementation...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
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1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
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From: Hardy, Michael
Sent: Thursday, May 11, 2017 7:53 AM
To: Keigwin, Richard <Keigwin.Richard@epa.gov>
Subject: RE: Before I forget...

No problem at all Rick! In fact, I spoke with Aaron Helm (the RTP SSC Director) yesterday who wasn't in favor of remote reporting. After we discussed his concerns, I think he's now "okay" with certain caveats. I'll ask the policy Director where the draft currently stands. Unfortunately, her staff are also busy with V/V these days.

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
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1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
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From: Keigwin, Richard
Sent: Thursday, May 11, 2017 7:16 AM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: RE: Before I forget...

Sorry to bug you, but has there been any movement?

I have a very strong feeling that if we can't do something very quickly, the agency is going to lose an extremely exceptional and talented individual with a very unique skill set that we will not be able to replace easily. It'll also likely mean a significant postponement to an upcoming FIFRA SAP meeting that several sets of registrants have invested heavily in terms of resources to develop models and conduct additional studies (not even taking into account the financial resources) and cause significant disruption to moving forward on a large number of registration and registration review actions.

Like I said, we are willing to pilot and hold the pen, working with OARM, as a new policy is developed.

From: Hardy, Michael
Sent: Thursday, May 04, 2017 7:09 PM
To: Keigwin, Richard <Keigwin.Richard@epa.gov>
Subject: Re: Before I forget...

In case you're week is as rough as mine and need something to smile about, I've spoken with other Offices about remote reporting and might be able to get some slight movement... No promises, but I'm not done yet!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
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1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
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Ex. 6 - Personal Privacy

- Cell

On Apr 25, 2017, at 3:39 PM, Keigwin, Richard <Keigwin.Richard@epa.gov> wrote:

So . . . just brainstorming here. . .

Would there be any receptivity to doing a pilot that would help to inform such a future policy? OPP would be willing to take the lead in helping to craft a policy for the pilot.

From: Hardy, Michael
Sent: Tuesday, April 25, 2017 3:29 PM
To: Keigwin, Richard <Keigwin.Richard@epa.gov>
Subject: RE: Before I forget...

Rick,

I spoke with Donna and John about the situation. It appears that the distinction between full-time telework vs. remote reporting is what has caused the confusion. Since she's considered to be outside of the commuting area, she wouldn't be considered for full-time telework. Unfortunately, the Agency doesn't have a remote reporting policy that would allow this as an option for Ms. Tan. However, there are discussions concerning the creation of such a policy at some point in the future. Hope the response helps to clarify a bit of the situation...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management

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1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

From: Keigwin, Richard
Sent: Tuesday, April 25, 2017 8:18 AM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: Re: Before I forget...

Sorry. I'm not in the office today. Arnold might have it.

Rick Keigwin
Acting Director, Office of Pesticide Programs
U.S. Environmental Protection Agency

Sent from my iPhone

On Apr 25, 2017, at 7:45 AM, Hardy, Michael <Hardy.Michael@epa.gov> wrote:

Can you send the response you received from the SSC or Donna/John? I have a luncheon with them this afternoon and might find the opportunity to broach the topic.

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

From: Keigwin, Richard
Sent: Tuesday, April 25, 2017 1:15 AM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: RE: Before I forget...

So here's the situation:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks for your help.

From: Hardy, Michael
Sent: Monday, April 24, 2017 10:28 AM
To: Keigwin, Richard <Keigwin.Richard@epa.gov>
Subject: Before I forget...

Rick,

Did you want to forward the name and background of the individual we discussed?

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
- Cell

Ex. 6 - Personal Privacy

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 7/13/2017 8:00:25 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: Re: V/V Tracking Sheet

Thanks!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy

 - Cell

On Jul 13, 2017, at 3:59 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Yes. We have it. We would pull it from the Org Roster. This list is compiled from the system notifications we are receiving as applications come in.

We can add it.

From: Hardy, Michael
Sent: Thursday, July 13, 2017 3:58 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: Re: V/V Tracking Sheet

Not sure I follow... The series was indicated with the original communication broken out by each Program Office...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy

 - Cell

On Jul 13, 2017, at 3:55 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

We would have to look that up. The SSC's will be checking eligibility factors in a later phase. This is basically the info from this early phase. I would be concerned that adding the that info would spark some opinions about who is in the pool and who is not, which is not something we want happening now. Those determinations are the purview of the

SSCs at this stage.

Sent from my iPhone

On Jul 13, 2017, at 3:50 PM, Hardy, Michael <Hardy.Michael@epa.gov> wrote:

Maybe job series???

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and
Management
Office of Administration and Resources Management
US EPA
[1200 Pennsylvania Avenue, NW](#)
[Washington, D.C. 20460](#)
202-564-7899 - Work

Ex. 6 - Personal Privacy Cell

On Jul 13, 2017, at 12:59 PM, Jablonski, Janice
<jablonski.janice@epa.gov> wrote:

Here's our tracker for V/V applications. Any other fields
needed?

From: Lemley, Lauren
Sent: Thursday, July 13, 2017 12:57 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: V/V Tracking Sheet

Here you go. I'll keep it updated. Any columns you
want added?

Lauren Lemley
Office of Resources, Operations and Management,
OARM
202-564-1290

<V-V Application Tracking Sheet.xlsx>

To: Gantt, Melissa[Gantt.Melissa@epa.gov]; Wheeler, Kimberly[Wheeler.Kimberly@epa.gov]
From: Hardy, Michael
Sent: Thur 5/11/2017 11:55:24 AM
Subject: Agenda
Deputy Meeting Agenda for May.docx

Good morning,

Can one of you please add the attached agenda to the Deputies meeting today? Thanks!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy

 - Cell

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 7/13/2017 7:57:38 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: Re: V/V Tracking Sheet

Not sure I follow... The series was indicated with the original communication broken out by each Program Office...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy

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Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sent from my iPhone

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Maybe job series???

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Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

<V-V Application Tracking Sheet.xlsx>

Message

From: Hardy, Michael [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=49C8348DCE4E4B8C890FF4C7D5E8F243-MICHAEL E. HARDY]
Sent: 5/10/2017 2:47:59 PM
To: Showman, John [Showman.John@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Draft Agenda
Attachments: Deputy Meeting Agenda for May.docx

John,

Attached is the draft agenda for the Deputies meeting tomorrow.



Deputy Meeting
Agenda for May....

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Ex. 6 - Personal Privacy - Cell

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 5/9/2017 2:56:07 PM
To: Barber, Delores [barber.delores@epa.gov]
Subject: Lunch

Delores,

I realize we're on for a TBD lunch today but I'm stuck on V/V fire drills. Can we reschedule?

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy

 - Cell

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 7/13/2017 7:50:00 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: Re: V/V Tracking Sheet

Ex. 5 - Deliberative Process

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
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Ex. 6 - Personal Privacy - Cell

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Subject: V/V Tracking Sheet

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Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

<V-V Application Tracking Sheet.xlsx>

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 5/9/2017 8:16:13 AM
To: Hardy, Michael [Hardy.Michael@epa.gov]

IT Governance
WTTS actions
Award process
V/V questions

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

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Message

From: Hardy, Michael [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=49C8348DCE4E4B8C890FF4C7D5E8F243-MICHAEL E. HARDY]
Sent: 5/8/2017 11:35:36 AM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: RE: OARM-WTTS Recruitment Report (5/03/2017)

Lauren,

Go ahead and send the file to the Deputy Directors this morning with a request that they verify which positions they are no longer pursuing. Thanks!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
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From: Lemley, Lauren
Sent: Friday, May 05, 2017 3:56 PM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: RE: OARM-WTTS Recruitment Report (5/03/2017)

Ex. 5 - Deliberative Process

Ex. 5 - Attorney Client Thanks!

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Hardy, Michael
Sent: Friday, May 05, 2017 11:03 AM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: FW: OARM-WTTS Recruitment Report (5/03/2017)

Lauren,

Can you compare the list of pending actions to what the Offices submitted for the potential VERA/VSIP?

Ex. 5 - Deliberative Process

At least have some idea of how to proceed before John requests a status update. Thanks!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management

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1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Ex. 6 - Personal Privacy - Cell

From: Showman, John
Sent: Wednesday, May 03, 2017 10:08 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: OARM-WTTS Recruitment Report (5/03/2017)

Is OROM looking at this so we can bring closure on some of these actions that we probably aren't going to move forward with?

From: Bonner, Jerome
Sent: Wednesday, May 03, 2017 10:06 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: OARM-WTTS Recruitment Report (5/03/2017)

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Please note future WTTS Recruitment Reports will be transmitted on a monthly basis.

Thanks
JB

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Sent: Wednesday, April 12, 2017 3:04 PM

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Cc: Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>

Subject: OARM-WTTS Recruitment Report (4/12/2017)

Dear Colleagues,

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Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

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From: Bonner, Jerome

Sent: Wednesday, March 29, 2017 9:34 AM

To: Donna Vizian (Vizian.Donna@epa.gov) <Vizian.Donna@epa.gov>; John Showman (Showman.John@epa.gov) <Showman.John@epa.gov>

Cc: Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>

Subject: OARM-WTTS Recruitment Report (3/29/2017)

Dear Colleagues,

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Thanks
JB

Jerome W. Bonner
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Subject: OARM-WTTS Recruitment Report (3/15/2017)

Dear Colleagues,

Attached you will find your organization's overview summary from WTTS/FPPS listing actions that have been submitted to the SSC and the "end-to-end" status report. The overview report provides a snapshot of the number of recruitment/hire actions appearing current in FPPS/WTTS that have been submitted to the SSC and where they are in the

hiring process. The “end-to-end” status report shows detailed status on each recruit action with the SSC. It is important to note that the reports are a “snapshot in time”, which is indicated with the date stamp.

The next report will be transmitted in two weeks.

Thanks
JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: Ex. 6 - Personal Privacy

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 4/28/2017 8:51:28 PM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: V/V

Lauren,

Did you receive the summaries from each Office?

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy

 - Cell

Message

From: Hardy, Michael [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=49C8348DCE4E4B8C890FF4C7D5E8F243-MICHAEL E. HARDY]
Sent: 8/8/2017 5:10:26 PM
To: Overbey, Deirdre [Overbey.Deirdre@epa.gov]
Subject: RE: It's been a really long time :-)

Be on the lookout for a Talent Hub announcement from OARM/OROM... We're going to be seeking 2-3 candidates...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

From: Overbey, Deirdre
Sent: Tuesday, August 08, 2017 1:07 PM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: RE: It's been a really long time :-)

Thank you!

Deirdre Overbey, MBA
Human Resources Management Specialist
U. S. Environmental Protection Agency
OARM-HRMD
Research Triangle Park, NC
(919)541-1447
(919)541-0724



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From: Hardy, Michael
Sent: Tuesday, August 08, 2017 6:14 AM
To: Overbey, Deirdre <Overbey.Deirdre@epa.gov>
Subject: RE: It's been a really long time :-)

It has been awhile Deirdre!

I'll say a prayer for your back surgeries, I understand they can be quite challenging. In relation to the positions available, I've been on extended detail for over a year so I'm not aware of what may or may not be happening within OPP. That said, I will forward any opportunities that I may hear of regardless of the Program Office.

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

From: Overbey, Deirdre
Sent: Monday, August 07, 2017 1:25 PM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: It's been a really long time :-)

Hi Michael, it's been a really long time since I serviced OCSPP. I know there have been a lot of changes since then. I was wondering if you might be hiring anytime soon for a 0301 or 0343. I am looking for a new position that I can be reassigned to or for which I could compete. Now that all of the voluntary retirement applications are in, I feel like this would be a good time to see what is out here that will be funded and would not be included in any possible RIF.

I've been out of the office on and off due to two back surgeries. I have a reasonable accommodation in place to work from home due to my spinal cord issues. I am hoping this fact does not keep me from getting a new position. I would not be able to come into the office to work.

I know from your staff that you are great person to work for. If you won't have anything yourself (still hoping you will), please keep an ear out for other areas that maybe hiring and let me know.

Sincerely,

Deirdre Overbey, MBA
Human Resources Management Specialist
U. S. Environmental Protection Agency
OARM-HRMD
Research Triangle Park, NC
(919)541-1447
(919)541-0724



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Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 7/21/2017 9:34:19 PM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]
Subject: Re: V/V Update as of 7/21/2017

Got it!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

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On Jul 21, 2017, at 5:03 PM, Lemley, Lauren <Lemley.Lauren@epa.gov> wrote:

Hi,
Update as of today. Only one new which was received yesterday. Thanks.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

<V-V Application Tracking Sheet.xlsx>

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 6/18/2017 7:02:51 PM
To: Showman, John [Showman.John@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Re: OARM V/V

Would you have the time to address all the questions staff may have and would the OD's be provided a one page FAQ?

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Ex. 6 - Personal Privacy Cell

On Jun 18, 2017, at 2:25 PM, Showman, John <Showman.John@epa.gov> wrote:

I don't think Jan is appropriate. Should be OD if we let each office handle or me if we do all oarm.

Sent from my iPhone

On Jun 18, 2017, at 12:46 PM, Hardy, Michael <Hardy.Michael@epa.gov> wrote:

I was thinking Jan Jablonski...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
Ex. 6 - Personal Privacy - Cell

On Jun 18, 2017, at 12:21 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi. We need a plan on how to let the OARM employees in the pool to be notified. We have the all employees planned but who will individuals ask if they are included?

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 6/18/2017 4:46:31 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Showman, John [Showman.John@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Re: OARM V/V

I was thinking Jan Jablonski...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy

 - Cell

On Jun 18, 2017, at 12:21 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi. We need a plan on how to let the OARM employees in the pool to be notified. We have the all employees planned but who will individuals ask if they are included?

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 7/26/2017 10:46:30 AM
To: Jablonski, Janice [jablonski.janice@epa.gov]
CC: Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: Re: Any updates on the V/V? (eom)

Thanks

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

On Jul 26, 2017, at 6:43 AM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

No change.

From: Hardy, Michael
Sent: Tuesday, July 25, 2017 6:05 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: Any updates on the V/V? (eom)

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/29/2017 6:46:56 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Yes

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Thursday, June 29, 2017 2:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Are you done with your call

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta
Sent: Thursday, June 29, 2017 2:46 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017
Importance: High

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]
Sent: Thursday, June 29, 2017 1:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Coleman, Darrell E <Darrell.Coleman@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Attached please find OPM's comments/responses to EPA's Draft Targeted Positions under the VSIP plan for 22 offices. Thank you.

Gregory Snowden
OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Friday, June 16, 2017 7:13 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

From: Hunt, Loretta
Sent: Friday, June 16, 2017 6:55 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

From: Hunt, Loretta
Location: Teleconference
Importance: Normal
Subject: VERA/VSIP Planning and Updates
Start Date/Time: Thur 7/6/2017 6:30:00 PM
End Date/Time: Thur 7/6/2017 7:00:00 PM

Call-in: Ex. 6 - Personal Privacy

Conf. code: Ex. 6 - Personal Privacy

Appointment

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/18/2017 9:19:16 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Hampton, Torrey [hampton.torrey@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
CC: Barnett, Howard [Barnett.Howard@epa.gov]
Subject: VERA/VSIP Overview
Attachments: vera_guide.pdf; vsip_guide.pdf; Top 10 FAQs - VERA and VSIP.pdf; VERA- VSIP FAQ's Managers .pdf; VERA-VSIP Overview 5-22-17.pptx
Location: WJC East 1422
Start: 5/23/2017 2:00:00 PM
End: 5/23/2017 3:30:00 PM
Show Time As: Busy

Background materials and training slides

From: Westenberger, Andrea
Location: Ex. 6 - Personal Privacy access code Ex. 6 - Personal Privacy
Importance: Normal
Subject: Updating guidance for V/V for regions
Start Date/Time: Wed 5/10/2017 5:00:00 PM
End Date/Time: Wed 5/10/2017 5:30:00 PM

→ [Join Skype Meeting](#)

Ex. 5 - Deliberative Process

Lynnann – I see that you're not available so please share your notes/discuss with Debbi/Loretta beforehand if possible

Message

From: McNeal, Detha [McNeal.Detha@epa.gov]
Sent: 7/20/2017 6:50:13 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: VERA/VSIP Meeting

ok

From: Hart, Debbi
Sent: Thursday, July 20, 2017 2:50 PM
To: McNeal, Detha <McNeal.Detha@epa.gov>
Subject: Re: VERA/VSIP Meeting

Great - thanks! I'm over in North at meeting now so maybe you could open call and see who plugs in and I'll try to connect ASAP.

Sent from my iPhone

On Jul 20, 2017, at 2:47 PM, McNeal, Detha <McNeal.Detha@epa.gov> wrote:

Oh, no problem. I have my own number. I haven't used it in a while hopefully it works. I'll check now and email the group if it does.

From: Hart, Debbi
Sent: Thursday, July 20, 2017 2:47 PM
To: McNeal, Detha <McNeal.Detha@epa.gov>
Subject: Re: VERA/VSIP Meeting

Yikes- no! Can you get?

Sent from my iPhone

On Jul 20, 2017, at 2:45 PM, McNeal, Detha <McNeal.Detha@epa.gov> wrote:

Debbi,

Do you know Loretta's leader pin for the conference call today? If not, I'll need to send my conference number to the participants instead.

Detha McNeal
Human Resources Specialist
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
(202) 564-6707

To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]; Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Cunningham, Bisa[cunningham.bisa@epa.gov]; Corbett, Krysti[Corbett.Krysti@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]; Schulman, Marvin[Schulman.Marvin@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]; Peabody, Hitch[Peabody.Hitch@epa.gov]
Cc: Mairose, Sue[Mairose.Sue@epa.gov]; Davis, Cathy[Davis.Cathy@epa.gov]; Jimenez, Elaine[Jimenez.Elaine@epa.gov]; Brown, Rohn[brown.rohn@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Burt, Cynthia[Burt.Cynthia@epa.gov]; Hampton, Torrey[hampton.torrey@epa.gov]
From: Hart, Debbi
Sent: Thur 6/29/2017 7:04:09 PM
Subject: RE: VERA/VSIP Planning and Updates
[SSC Schedule V-V June28 2017 .docx](#)

Here is the updated schedule for your review.

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

-----Original Appointment-----

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 5:20 PM
To: Hunt, Loretta; Bonner, Jerome; Engebretson, Lizabeth; Taylor, Jeremy; Cunningham, Bisa; Hart, Debbi; Corbett, Krysti; Coomber, Robert; Schulman, Marvin; McNeal, Detha; Peabody, Hitch
Cc: Mairose, Sue; Davis, Cathy; Jimenez, Elaine; Brown, Rohn; Atkinson, Ryan; Parker, Gary; Burt, Cynthia; Hampton, Torrey
Subject: VERA/VSIP Planning and Updates
When: Thursday, June 29, 2017 3:00 PM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Teleconference

Call-in: Ex. 6 - Personal Privacy

Conf. code: Ex. 6 - Personal Privacy

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/30/2017 9:41:00 PM
To: Remmers, Janet [Remmers.Janet@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: RE: Updated R6 V/V Justification including budget information

Right- I'm not sure why they didn't just pull the tables out and send to you. We will take care of updating our pieces.
Thanks Janet!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Remmers, Janet
Sent: Friday, June 30, 2017 5:03 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Updated R6 V/V Justification including budget information

Debbi,
A couple of submissions included the narrative along with the Budget Tables. For example, R6 submission has narrative.

I am only updating the Budget Tables in the combined document.

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Hart, Debbi
Sent: Friday, June 30, 2017 4:26 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: FW: Updated R6 V/V Justification including budget information

Janet- Not sure if you received this from R6?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hill, Troy

Sent: Friday, June 30, 2017 3:43 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>

Cc: Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Bonnell, Corey <bonnell.corey@epa.gov>

Subject: Updated R6 V/V Justification including budget information

Debbi, Carol and Loretta,

Attached is an updated V/V justification for Region 6 including budget information. If you have any questions please let us know.

Regards,

Troy

Troy Hill
Management Division
EPA Region 6
214-665-6647
Hill.Troy@epa.gov



Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/5/2017 5:51:21 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: VERA/VSIP Templates
Attachments: Final Approved VERA-VSIP Announcement LVSSC.docx; Final Approved VERA VISIP Application Submission Reminder Notice LVSSC.docx

Importance: High

Do you think Detha or Marvin could tweak memo/Attachment A to update it? SSCs should be updating the other attachments. We need to deliver full piece to regions/programs tomorrow.

From: Engebretson, Lizabeth
Sent: Monday, July 03, 2017 4:18 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Brown, Rohn <brown.rohn@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>
Subject: FW: VERA/VSIP Templates
Importance: High

Debbi,

As promised, here is the transmission with the "Final" templates that were transmitted by the SSC Directors in 2014. I believe these templates had been in draft with OHR in 2014, and ultimately "final". Of course, all subject to improvement for V/V 2017.

Regards,
Liz

From: Engebretson, Lizabeth J.
Sent: Tuesday, February 11, 2014 1:45 PM
To: Stevens, Robert; Torrez, Alfredo; COYLE, BRIDGET; Zurey, Ed; Monroe, Scott
Cc: Mondragon, John; Jimenez, Elaine; Ponich, Crystal; Lucero, Anthony
Subject: VERA/VSIP Templates
Importance: High

Greetings Bridget, Ed, Robert, Alfredo, Scott!

As SSC-Las Vegas Customer PMO/RHROs:

The two templates are now updated for your use to notify employees of the VERA/VSIP opportunity in your organization. These final versions are modified to contain key changes that must be included. For the templates listed below to be issued by "RA/AA – HROs/PMOs" in your organization, edit/insert the appropriate information in the sections highlighted in yellow. When issuing a VERA/VSIP notice for your organization, we ask that you include your contact(s) in our servicing HR SSC on the "cc" line of your notification, as follows: Jimenez.Elaine@epa.gov; Ponich.Crystal@epa.gov; Engebretson.Lizabeth@epa.gov.

This will help us work together in partnership on this critical effort.

Special Circumstances:

- 1) If you have an employee in a position covered by VERA/VSIP who is on extended leave or leave without pay, you need to mail the signed memorandum to the employee via certified mail with return receipt requested.
- 2) If you have an employee in a position covered by VERA/VSIP that has received a proposal or decision letter of removal, you need to contact your servicing SSC and keep your SSC VERA/VSIP point(s) of contact informed of any changing status related to removals.

VERA/VSIP ANNOUNCEMENT & ON-LINE APPLICATION TEMPLATES	PURPOSE	ROLES & RESPONSIBILITIES
RA/AA – VERA/VSIP 2013-2014 VERA/VSIP Opportunities Announcement w/Instructions (Attachments A-D)	Notify Workforce of VERA/VSIP Window/On-Line App	RA/AA – HROs/PMOs
On-Line VERA/VSIP Application and Process	Employee Completes VSIP Application On-Line	Employees
VERA/VSIP Application Submission Reminder Notice	Employee Reminder to Apply for VERA/VSIP On-Line during Window	RA/AA – HROs/PMOs
SSC VERA/VSIP Employee Notification Official Offer	Notifies Employee Eligible to Separate with VERA/VSIP	Servicing SSC
SSC ERA/VSIP Employee Notification Official No-Offer	Notifies Employee Ineligible for VERA/VSIP Offer	Servicing SSC

We are here to support you. If you have any questions regarding the templates and issuance to your workforce, please contact Elaine Jimenez at (702) 798-2420 or you may contact me directly at (702) 798-2432. As always, we are glad to be of service to our valued EPA customers and colleagues! Thank you.

Regards on behalf of SSC-Las Vegas,
Liz

Lizabeth J. Engebretson

Acting SSC-Las Vegas HR Director

U.S. Environmental Protection Agency, OARM-Cincinnati

Human Resources Management Division – Las Vegas (Team Vegas)

4220 S. Maryland Parkway, Building A, Suite 100 ♦ Las Vegas, NV 89119-7528

Phone: (702) 798-2432 ♦ Blackberry (702) 286-3136 ♦ Fax: (702) 798-2416 ♦ Email: engebretson.lizabeth@epa.gov

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Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/13/2017 8:08:45 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]
CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Need documents uploaded to the intranet

FYI—business case and targeted positions chart about to post (see link below).

From: Kirkland, William
Sent: Thursday, July 13, 2017 4:05 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Daymude, Breton <Daymude.Breton@epa.gov>; Campbell, Ed <Campbell.Ed@epa.gov>
Subject: RE: Need documents uploaded to the intranet

Hello All,

This is what we have for you at this time:

Please review and we can post the Live (Non-compliant) information now. Please let me know. Thank you.

It's going to take some time to make the PDF Loretta wants up 508 compliant.

I put a placeholder (non compliant) PDF up for now, just so she can have her documents up today.

Here is the staging page so she can see:

<http://webdev2.rtpnc.epa.gov/intranet/epahriis/web/policy/buyouts/index.htm>

We will work tomorrow to get a compliant version of the PDF up tomorrow and then I'll just swap the documents out.

From: Hunt, Loretta
Sent: Thursday, July 13, 2017 3:35 PM
To: Kirkland, William <Kirkland.William@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: Need documents uploaded to the intranet
Importance: High

Bill,

I need the attached documents to be uploaded to the V/V page. Titles as shown in red below. Thanks.

- VERA Guide (PDF) (20 pp, 337 K)

- VSIP Guide (PDF) (23 pp, 595 K)
- VERA/VSIP FAQs (9 pp , 90 KB)
- OPM VERA
- OPM VSIP
- OPM Reshaping
- OPM Reassignment
- HR Navigator (Registration Required)
- FHR Navigator Webinar (PDF) (29 pp, 1.2 MB)
- Retirement Seminars Schedule (PDF) (2 pp, 124 K)
- VERA VSIP OVERVIEW Video (43 min , 106 MB)
- EPA Business Case
- EPA Targeted Positions

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/7/2017 1:31:11 PM
To: Lane, Vicki [Lane.Vicki@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: RE: V/V Communication Templates - Can we add Attachment A?

Hey Vicki-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

ebbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lane, Vicki
Sent: Thursday, July 06, 2017 10:34 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: V/V Communication Templates - Can we add Attachment A?

Hi Debbi,
In Loretta's absence, I propose one additional paragraph be added to the general notice. I've highlighted the additions in green.

Will you consider approval of the proposed additions for R9's memo to its workforce? In 2014 we posted the list of targeted positions and I would like to do the same in the general notice to reduce the questions from the almost employees occupying positions that are not included in the 2017 R9 VV plan.

Regards, Vicki
415-972-3827

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Hunt, Loretta
Sent: Thursday, July 6, 2017 6:45 PM
To: Lane, Vicki <Lane.Vicki@epa.gov>
Subject: Automatic reply: V/V Communication Templates

I am out of the office 7/7/17. If you require immediate assistance, please contact Marvin Schulman at schulman.marvin@epa.gov or 202-564-7778. Or, I will respond to your message when I am back in the office.
Thank you.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/29/2017 6:50:46 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Fine with that.

From: Hunt, Loretta
Sent: Thursday, June 29, 2017 2:49 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Draft response which I plan to submit to Mahoney and OMB contacts as well.

Gregory, thanks for the comments; however, I need clarification.

The *EPA Targeted Position* Excel document contains specific details on the targeted positions, series, locations, grades, max offers, and whether or not a position will be restructured or eliminated for each program and region (OW and R4 did not include eliminate/restructured information in the spreadsheet which I will provide as soon as possible, but everything else is there). The *EPA Prog and Reg Business Case* Word document provides the details about why each organization needs to restructure/reshape/eliminate these positions.

We thought OPM streamlined the VERA/VSIP forms and made sure to try and address all of the items requested on pg. 2 of the new VSIP form between the Excel and Word documents. However, a lot of the comments you submitted today appear to require the in-depth information that was required previously.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]
Sent: Thursday, June 29, 2017 1:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Coleman, Darrell E <Darrell.Coleman@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Attached please find OPM's comments/responses to EPA's Draft Targeted Positions under the VSIP plan for 22 offices. Thank you.

Gregory Snowden
OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Friday, June 16, 2017 7:13 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbie; Parker, Gary
Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

From: Hunt, Loretta
Sent: Friday, June 16, 2017 6:55 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbie; Parker, Gary
Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbie Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/3/2017 6:29:20 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Notice of VERA and/or VSIP Offer
Attachments: W-4P - 2014.pdf; SF2818.pdf; sf3107.pdf

FYI.

From: Mairose, Sue
Sent: Thursday, June 29, 2017 6:18 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>
Cc: Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Notice of VERA and/or VSIP Offer

Jerome,

Below is one of the email templates that we had from the last VERA/VSIP go around in 2014 that I mentioned on the call this afternoon. Upon review, it appears that this may be something that the SSC directors will want to discuss on your next call and make a decision on regarding developing a standard template. I have 2 other emails that we found and I will forward those on to you as well.

I reached out to Debbi prior to sending this email because I told her that I would be sending the templates to her. She agreed that the SSC's should be reviewing and drafting since they will be the ones sending out the notification.

I do recall that we had 2 email versions – one for FERS employees and one for CSRS because we attached the appropriate retirement application forms.

Cheryl and I really haven't had the opportunity to review all of the emails that I am forwarding but we will and can discuss next week.

Thanks Jerome,

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-136
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Thomas, Cheryl
Sent: Thursday, June 29, 2017 5:35 PM

To: Mairose, Sue <Mairose.Sue@epa.gov>

Subject: FW: Notice of VERA and/or VSIP Offer

From: Mick, David

Sent: Wednesday, December 03, 2014 10:58 AM

Cc: Mairose, Sue

Subject: Notice of VERA and/or VSIP Offer

Dear Employee:

This notice constitutes a formal offer to separate from employment under Voluntary Early Retirement Authority (VERA) and/or with a Voluntary Separation Incentive Payment (VSIP), pursuant to the VERA/VSIP application you submitted. You are eligible to receive a VSIP in the amount of **\$25,000** before withholding.

Employees who elect to separate from employment with a VERA and/or VSIP offer must do so not later than **January 9, 2015**. While every consideration will be given to your preferred separation date, final separation decisions will be based on the mission and budgetary needs of the organization.

If you plan to accept this offer and separate under VERA or optional retirement, along with a VSIP, you must complete and submit all necessary retirement application forms and related documents (see attached files) to the Cincinnati Human Resources Shared Service Center. Also, to the extent applicable, please submit a copy of your marriage certificate and DD-214. If you have questions you can contact us at (513) 569-7699 or via email at CIN_HRSSC_Benefits_Central. Our mailing address for your final, hardcopy retirement paperwork is as follows:

U.S. Environmental Protection Agency
Cincinnati Human Resources Shared Service Center
26 West Martin Luther King Drive, Mail Code N136
Cincinnati, OH 45268
Attention: Employee Benefits Branch

Documents should be submitted as early as possible to allow sufficient time to process your separation and to resolve any questions or issues that may arise. Whether you plan to retire or separate from employment by resignation along with acceptance of a VSIP, please immediately notify your immediate supervisor so that s/he can submit to the Cincinnati Human Resources Shared Service Center one Standard Form 52 (SF-52), "Request for Personnel Action" documenting both your retirement or resignation as well as your VSIP.

You may withdraw your paperwork prior to your separation date from the Agency or NLT **January 8, 2015** by providing written notification to the Cincinnati Human Resources Shared Service Center (email: CIN_HRSSC_Benefits_Central) who will, in turn, notify your organization's VERA/VSIP point of contact.

Your decision to accept or not to accept an offer of a VERA and/or VSIP is entirely voluntary. Therefore, you are not required to accept this offer. If you have any questions regarding this offer, please contact the Cincinnati Human Resources Shared Service Center via email at CIN_HRSSC_Benefits_Central or by phone at (513) 569-7699.

Again, if you intend to accept this offer, we encourage you to submit your retirement paperwork as soon as possible. While you may send to the Cincinnati Human Resources Shared Center (email: CIN_HRSSC_Benefits_Central) a pdf of your retirement paperwork for review purposes, we must

insist, per OPM requirements, that your official retirement paperwork be submitted as a signed, hardcopy original.

As a reminder, before leaving the Agency you are required to ensure that records for which you are responsible are identified and stored in a record keeping system or transferred to your supervisor or successor. If you have any questions about your records management responsibilities, please contact your Records Liaison Officer.

Dave Mick
Chief, Employee Benefits & Mgmt. Svcs. Branch
Cincinnati Human Resources Shared Service Center
(513) 569-7818

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/7/2017 5:00:22 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: RE: How to organize the V/V information

Who are you waiting for?

From: Hart, Debbi
Sent: Wednesday, June 07, 2017 1:00 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: FW: How to organize the V/V information
Importance: High

Per discussion, please look at the Word file attached which contains a table of contents showing how we would structure our agency business case. If we organize by office instead of by themes we will avoid some redundancy and it will likely make offices feel better that all of their info is in one place rather than parsed out by theme. We can capture themes in our overview. What do you think? We are ready to populate with the final submissions we have (several offices are STILL finalizing). Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 6:41 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: How to organize the V/V information

REMINDER

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Monday, June 05, 2017 6:55 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: How to organize the V/V information
Importance: High

Debbi,

I think we should complete OPM's VERA and VSIP forms and then attach:

1. Regional/Program Business Cases/Budget Info (one document)
2. Targeted Position Spreadsheet
3. Org Charts (one file?)

I'm afraid if we try to put the cases together by theme it will take too long and be confusing. We can address the themes and the agency's desire to reduce/consolidate/restructure positions to realize efficiency in the OPM forms.

Let me know what you think.

OPM forms and draft business case document attached.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/16/2017 8:28:18 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: R2 Business Case Update

Debbi,

Regarding what we discussed for R2, I'd like to add the language below back to the business case. This can re-inserted as the second to last paragraph.

Ex. 5 - Deliberative Process

Detha McNeal
Human Resources Specialist
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
(202) 564-6707

Message

From: Cooper, Marian [Cooper.Marian@epa.gov]
Sent: 6/15/2017 8:59:50 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Showman, John [Showman.John@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: VERA-VSIP AnnouncementFlynnJune 19 2017.docx

I am fine with them.

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Vizian, Donna
Sent: Thursday, June 15, 2017 4:58 PM
To: Cooper, Marian <Cooper.Marian@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: VERA-VSIP AnnouncementFlynnJune 19 2017.docx

Made a few changes. Do they make sense.

From: Cooper, Marian
Sent: Thursday, June 15, 2017 4:42 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: VERA-VSIP AnnouncementFlynnJune 19 2017.docx

As requested – for your review. Thanks

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/29/2017 12:32:39 PM
To: Bell, Matthew [Bell.Matthew@epa.gov]
CC: Cooper, Marian [Cooper.Marian@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: V/V Quick Write up for the OARM weekly report

Importance: High

How's this?

The Office of Management and Budget convened a meeting with the VERA/VSIP team on 6/28/17 to review and discuss the agency's submission. The meeting went well with no showstoppers identified. Some follow up is required on office-level cost estimates to ensure consistency which will be addressed in short order with OCFO assistance.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Bell, Matthew
Sent: Wednesday, June 28, 2017 4:09 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Cooper, Marian <Cooper.Marian@epa.gov>
Subject: V/V Quick Write up for the OARM weekly report

Hi Debbi,

Can you give us a quick write-up about the OMB meeting you just returned from regarding VERA/VSIP (why, what, result, etc.)? We'd like to include in the OARM weekly report.

A response within the next couple hours or by 8am tomorrow is needed. Sorry for the quick turnaround time.

Thanks.

Sincerely,

Matthew Bell
Special Assistant
Office of Administration and Resources Management
U.S. Environmental Protection Agency
(202)564-3282

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/13/2017 8:08:20 PM
To: Kirkland, William [Kirkland.William@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Daymude, Breton [Daymude.Breton@epa.gov]; Campbell, Ed [Campbell.Ed@epa.gov]
Subject: RE: Need documents uploaded to the intranet

Thanks, looks good.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Kirkland, William
Sent: Thursday, July 13, 2017 4:05 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Daymude, Breton <Daymude.Breton@epa.gov>; Campbell, Ed <Campbell.Ed@epa.gov>
Subject: RE: Need documents uploaded to the intranet

Hello All,

This is what we have for you at this time:

Please review and we can post the Live (Non-compliant) information now. Please let me know. Thank you.

It's going to take some time to make the PDF Loretta wants up 508 compliant.

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Here is the staging page so she can see:

<http://webdev2.rtpnc.epa.gov/intranet/epahriis/web/policy/buyouts/index.htm>

We will work tomorrow to get a compliant version of the PDF up tomorrow and then I'll just swap the documents out.

From: Hunt, Loretta
Sent: Thursday, July 13, 2017 3:35 PM
To: Kirkland, William <Kirkland.William@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: Need documents uploaded to the intranet
Importance: High

Bill,

I need the attached documents to be uploaded to the V/V page. Titles as shown in red below. Thanks.

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- VSIP Guide (PDF) (23 pp, 595 K)
- VERA/VSIP FAQs (9 pp , 90 KB)
- OPM VERA
- OPM VSIP
- OPM Reshaping
- OPM Reassignment
- HR Navigator (Registration Required)
- FHR Navigator Webinar (PDF) (29 pp, 1.2 MB)
- Retirement Seminars Schedule (PDF) (2 pp, 124 K)
- VERA VSIP OVERVIEW Video (43 min , 106 MB)
- EPA Business Case
- EPA Targeted Positions

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/22/2017 5:59:58 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
CC: Mairose, Sue [Mairose.Sue@epa.gov]; Davis, Cathy [Davis.Cathy@epa.gov]; Jimenez, Elaine [Jimenez.Elaine@epa.gov]; Brown, Rohn [brown.rohn@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: VERA/VSIP Planning and Updates

SSC attendees who are at HQs today can attend the meeting in room 1422 WJC East. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 7/7/2017 7:02:01 PM
To: 2017HQfirstassistants [2017HQfirstassistants@epa.gov]; 2017Regionfirstassistants [2017Regionfirstassistants@epa.gov]; Acting DAAs [Acting_DAAs@epa.gov]; Acting DRAs [Acting_DRAs@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Flynn, Mike [Flynn.Mike@epa.gov]; ARA [ARA@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: VERA/VSIP Update

I wanted to provide you with an update on our VERA/VSIP Request ----

- Late yesterday we received tentative approval from OPM --- we are still addressing some last comments/questions received from OMB
- OARM provided the two template messages to the PMO/RHRO community late yesterday. One is a message to all your employees talking about the approval received and the other is a targeted message for those in your V/V pool that has more information on the process, application, etc. Your staff should be inserting the specifics for your organization now in the 2nd message and have it ready to send once OARM provides direction to proceed. These messages should come from either the Acting AA/DAA or the Acting RA/DRA or ARA.
- Once we have final official approval from both OPM and OMB, OHR will provide official notification to the unions.
- We are hopeful that the green light to proceed with the notification messages to your employees will occur early next week (late Monday/Tuesday timeframe). Donna and/or I will keep you updated and let you know when you can begin.

We are getting close -- thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator
Office of Administration and Resources Management
US Environmental Protection Agency
202-564-5341

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/29/2017 6:48:52 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017
Attachments: VSIP request template FINAL.pdf

Draft response which I plan to submit to Mahoney and OMB contacts as well.

Gregory, thanks for the comments; however, I need clarification.

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [mailto:Gregory.Snowden@opm.gov]
Sent: Thursday, June 29, 2017 1:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Coleman, Darrell E <Darrell.Coleman@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Attached please find OPM's comments/responses to EPA's Draft Targeted Positions under the VSIP plan for 22 offices. Thank you.

Gregory Snowden

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]

Sent: Friday, June 16, 2017 7:13 PM

To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB

Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary

Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

From: Hunt, Loretta

Sent: Friday, June 16, 2017 6:55 PM

To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB

Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary

Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

To: Remmers, Janet[Remmers.Janet@epa.gov]; Terris, Carol[Terris.Carol@epa.gov]
Cc: Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Gray, David[gray.david@epa.gov]; McDonald, James[McDonald.James@epa.gov]; Hill, Troy[Hill.Troy@epa.gov]
From: Bonnell, Corey
Sent: Fri 6/30/2017 9:02:47 PM
Subject: RE: Updated R6 V/V Justification including budget information
R6 VV Justification Budget Table ONLY 6-30-17.docx

Janet, Carol:

Attached is the updated budget table.

Thanks!

Corey

Corey K Bonnell

Comptroller

EPA Region 6

Dallas, TX

Office 214.665.7432

Cell **Ex. 6 - Personal Privacy**

From: Remmers, Janet
Sent: Friday, June 30, 2017 3:46 PM
To: Hill, Troy <Hill.Troy@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Bonnell, Corey <bonnell.corey@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Subject: RE: Updated R6 V/V Justification including budget information

Troy,

Thanks for the Budget Table. There is one correction that needs to be made.

In Row I, the WCF for new hires in FY18 should be half of what is in FY19, since it is assumed the new hires will not start until mid-year.

Please make the change to the Tables and send them to Carol Terris and Janet Remmers. We do not need the entire business case, just the Budget Tables.

Thanks

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: Ex. 6 - Personal Privacy

From: Hart, Debbi
Sent: Friday, June 30, 2017 4:26 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: FW: Updated R6 V/V Justification including budget information

Janet- Not sure if you received this from R6?

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hill, Troy
Sent: Friday, June 30, 2017 3:43 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Bonnell, Corey <bonnell.corey@epa.gov>
Subject: Updated R6 V/V Justification including budget information

Debbi, Carol and Loretta,

Attached is an updated V/V justification for Region 6 including budget information. If you have any questions please let us know.

Regards,

Troy

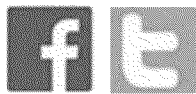
Troy Hill

Management Division

EPA Region 6

214-665-6647

Hill.Troy@epa.gov



Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/13/2017 3:55:36 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: FW: Vera VSIP

FYI- **Ex. 5 - Deliberative Process**

-----Original Message-----

From: Hart, Debbi
Sent: Tuesday, June 13, 2017 9:42 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Vera VSIP

Ex. 5 - Deliberative Process

-----Original Message-----

From: Vizian, Donna
Sent: Tuesday, June 13, 2017 9:33 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Vera VSIP

Do you know

-----Original Message-----

From: Walsh, Ed
Sent: Tuesday, June 13, 2017 9:31 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: Vera VSIP

Hi Donna/ Robin.

Ex. 5 - Deliberative Process

Thanks

Ed

Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 8/8/2017 8:02:27 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Milton, Laura [Milton.Laura@epa.gov]; Thomas, Ollie [thomas.ollie@epa.gov]; Layne, Kenda [Layne.Kenda@epa.gov]
Subject: VERA/VSIP question

Debbi –

Is there any written guidance on what constitutes “restructuring” for purposes of VERA/VSIP positions? I am getting questions from OECA managers wanting help understanding what the parameters are for determining how much a position needs to change to be considered restructured.

Thanks.

Mark Badalamente
Director, Office of Administration and Policy
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

US Environmental Protection Agency
William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673
Mobile: 202-329-0763

Message

From: Remmers, Janet [Remmers.Janet@epa.gov]
Sent: 6/30/2017 8:38:44 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Updated R6 V/V Justification including budget information

Thanks, I did not have R6.

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: Ex. 5 - Deliberative Process

From: Hart, Debbi
Sent: Friday, June 30, 2017 4:26 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: FW: Updated R6 V/V Justification including budget information

Janet- Not sure if you received this from R6?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hill, Troy
Sent: Friday, June 30, 2017 3:43 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Bonnell, Corey <bonnell.corey@epa.gov>
Subject: Updated R6 V/V Justification including budget information

Debbi, Carol and Loretta,

Attached is an updated V/V justification for Region 6 including budget information. If you have any questions please let us know.

Regards,

Troy

Troy Hill
Management Division

EPA Region 6
214-665-6647
Hill.Troy@epa.gov



Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/30/2017 2:50:42 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: McNeal, Detha [McNeal.Detha@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: Fw: EPA's Responses to OPM's Questions on VERA/VSIP
Attachments: Targetd positions office submissions 6-29-17.xlsx; EPA Responses to OPM for VERA-VSIP.doc; EPA Prog and Reg Business Cases 6-29-17 ver 5.docx

Importance: High

Attached are the following documents

1. EPA's responses
2. Revised business case
3. Revised spreadsheet (had to modify AO and R2)

Marvin and Detha, you may need to assist Debbi with a quality check and to make sure everything was addressed. I'm only on the clock until 12:30 today.

Snowden keeps mentioning 5 USC 3522 which I feel we have addressed.

5 USC 3522

(a) Before obligating any resources for voluntary separation incentive payments, the head of each agency shall submit to the Office of Personnel Management a plan outlining the intended use of such incentive payments and a proposed organizational chart for the agency once such incentive payments have been completed.

(b) The plan of an agency under subsection (a) shall include—

- (1) the specific positions and functions to be reduced or eliminated;
- (2) a description of which categories of employees will be offered incentives;
- (3) the time period during which incentives may be paid;
- (4) the number and amounts of voluntary separation incentive payments to be offered; and
- (5) a description of how the agency will operate without the eliminated positions and functions.

(c) The Director of the Office of Personnel Management shall review each agency's plan and [1] may make any appropriate modifications in the plan, in consultation with the Director of the Office of Management and Budget. A plan under this section may not be implemented without the approval of the Director [2] of the Office of Personnel Management.

From: Hunt, Loretta
Sent: Thursday, June 29, 2017 9:13 PM
To: Snowden, Gregory A; Mahoney, Michael J
Cc: Hart, Debbi
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Greg/Mike,

Based on our discussion, it seems like OPM isn't expecting a long-drawn out explanation re: how EPA plans to restructure positions. Would it be okay to provide an agency-level description of restructuring rather than amending each region/program's section?

For example:

For all positions covered by EPA's request, if a position is vacated under VERA/VSIP the organization must restructure the position as follows before refilling the position:

- *Change from supervisory to non-supervisory.*
- *Decrease the grade and/or full performance level (i.e., at least one grade level lower than the current position).*
- *Change the series of the position.*
- *Significantly change the duties of the position if the series and grade are to remain the same (i.e., the incumbent who vacated could not be expected to learn how to perform these new duties within a reasonable amount of time. The servicing Human Resources Shared Service Center will determine if the change in duties are significant.*

This is the actual criteria the agency uses when tracking post-VERA/VSIP hires to ensure programs and regions are adhering to the plans they put forth to reshape their workforce.

I will provide responses to the other comments from Greg and the Team but this seemed like an easy (I hope) fix. Let me know what you think. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]
Sent: Thursday, June 29, 2017 1:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Coleman, Darrell E <Darrell.Coleman@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Attached please find OPM's comments/responses to EPA's Draft Targeted Positions under the VSIP plan for 22 offices. Thank you.

Gregory Snowden
OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Friday, June 16, 2017 7:13 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S.

EOP/OMB

Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary

Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

From: Hunt, Loretta

Sent: Friday, June 16, 2017 6:55 PM

To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S.
EOP/OMB

Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary

Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/7/2017 4:42:43 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Most Current VERA-VSIP FAQs Document
Attachments: VERA- VSIP FAQ's Managers .pdf; VERA- VSIP FAQ's Managers 5-12-17.docx

She has the management ones we did earlier and the other more detailed ones but I can't recall if we posted the latter?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Price, Patricia
Sent: Wednesday, June 07, 2017 10:06 AM
To: Mairose, Sue <Mairose.Sue@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Most Current VERA-VSIP FAQs Document

Good Morning,

Since this document derived from your office, please confirm which of the following is the **most current and applicable VERA -VSIP FAS document for sharing** with employees. Is it one of the attachments or the link below:

- 1) <http://intranet.epa.gov/policy/buyouts/pdfs/vera-vsip-faqs.pdf>

Thank you,

Pat Price
Human Resources Officer
EPA – Region 7
Office of Policy & Management
Human Capital Management Branch
11201 Renner Blvd
Lenexa, KS 66219
913 551-7575
Price.patricia@epa.gov

Strengthfinder Themes: Responsibility, Arranger, Developer, Harmony and Focus

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/6/2017 7:29:36 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]
Subject: RE: Draft V/V Communications - updated schedule to reflect TWO communications
Attachments: SSC Schedule V-V July6 2017 .docx

Any comments by 4PM if possible. Thanks!

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 12:42 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: RE: Draft V/V Communications
Importance: High

SSC Directors/Hitch,

The communication documents have been updated based on feedback from Donna and John. I need the SSCs/ERD/LERD to comment and provide missing information ASAP. The goal is to send these templates to programs and regions this evening.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 5:52 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: Draft V/V Communications
Importance: High

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Mairose, Sue [Mairose.Sue@epa.gov]
Sent: 6/7/2017 4:41:45 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Thomas, Cheryl [Thomas.Cheryl@epa.gov]
Subject: FW: Most Current VERA-VSIP FAQs Document
Attachments: VERA- VSIP FAQ's Managers .pdf; VERA- VSIP FAQ's Managers 5-12-17.docx

Hi Debbi,

Per my phone call. The link at the bottom is from Region 7. The link right below is our current VERA page under OHR.

<http://intranet.epa.gov/policy/buyouts/index.htm>

Thanks Debbi. Look forward to talking to you.

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-136
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Price, Patricia
Sent: Wednesday, June 07, 2017 11:37 AM
To: Mairose, Sue <Mairose.Sue@epa.gov>
Cc: Krehbiel, Ben <Krehbiel.Ben@epa.gov>
Subject: FW: Most Current VERA-VSIP FAQs Document

Sue,

I will be leaving soon for the afternoon. Per my previous discussion, please confirm the most current and appropriate FAQ to this email. I have included my Deputy ARA Ben Krehbiel to receive during my absence. We want to include this for the email to be sent out today to employees.

Thank you,

Pat Price
Human Resources Officer
EPA – Region 7
Office of Policy & Management

Human Capital Management Branch
11201 Renner Blvd
Lenexa, KS 66219
913 551-7575

Price.patricia@epa.gov

Strengthfinder Themes: Responsibility, Arranger, Developer, Harmony and Focus

From: Price, Patricia

Sent: Wednesday, June 07, 2017 9:06 AM

To: Mairose, Sue <Mairose.Sue@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Most Current VERA-VSIP FAQs Document

Good Morning,

Since this document derived from your office, please confirm which of the following is the **most current and applicable VERA -VSIP FAS document for sharing** with employees. Is it one of the attachments or the link below:

Ex. 6 - Personal Privacy

Thank you,

Pat Price
Human Resources Officer
EPA – Region 7
Office of Policy & Management
Human Capital Management Branch
11201 Renner Blvd
Lenexa, KS 66219
913 551-7575

Price.patricia@epa.gov

Strengthfinder Themes: Responsibility, Arranger, Developer, Harmony and Focus

Message

From: McNeal, Detha [McNeal.Detha@epa.gov]
Sent: 6/16/2017 7:59:24 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: RE: Latest business case/LH global changes
Attachments: R2 Business Case Update

Just confirming that my edits from yesterday were picked up in this version. The only thing to add now is the info I sent a moment ago for R2 (attached).

From: Hunt, Loretta
Sent: Friday, June 16, 2017 1:33 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: Latest business case/LH global changes
Importance: High

Soooooooo, One Drive is slow and won't allow me to upload the file.

Debbi, please work from this file to make any additional changes.

Detha, I believe all of your changes were picked up but please make sure I haven't overwritten anything.

Marvin, please check your assigned offices and make only necessary changes.

I believe there are only a few comments left in the margin. Please address them if it concerns your assigned office.

Thanks.

Message

From: McNeal, Detha [McNeal.Detha@epa.gov]
Sent: 6/16/2017 7:47:19 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Schulman, Marvin [Schulman.Marvin@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: R2 Business Case Update

Debbi,

Regarding what we discussed

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Detha McNeal
Human Resources Specialist
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
(202) 564-6707

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/19/2017 9:34:04 PM
To: Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]
Subject: RE: Update on V?V

Yes—and it is evolving. ☺ Please call me when you can. I'm in all week.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Martinez, Gwendolyn
Sent: Monday, June 19, 2017 5:19 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Update on V?V

Hello Debbi.

Thanks for the information. I missed the update last Thursday. Is there any information to share with me?

Thank you.

Gwen
Gwen Martinez
RMO HR Team Lead
Office of General Counsel
U.S. Environmental Protection Agency
martinez.gwendolyn@epa.gov
202-564-1644 office
202-604-5939 mobile

From: Hart, Debbi
Sent: Monday, June 19, 2017 5:17 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Cooper, Marian <Cooper.Marian@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: FW: Update on V?V

All—please see below. DH

From: Vizian, Donna
Sent: Monday, June 19, 2017 4:04 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: Update on V?V

Hi Everyone,

The draft request did go over to OPM and OMB on Friday. Thanks to your staff for all the hard work on this. I hope to provide talking points tomorrow for your use in speaking with staff. In the interim, please hold up on sharing any information.

Thanks
Donna

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 7/7/2017 6:28:45 PM
To: Hickey, Mike J. [REDACTED] **Ex. 6 - Personal Privacy**
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]
Subject: EPA' V/V Request

Mike – we thought we were on track for approval but are now hearing that OMB has more questions. We have addressed all of OPM issues and really need approval today/Monday morning of our package so we can begin union notification and issue notification to employees. So we can move forward can OMB give approval with the understanding that we will address all of your staff issues/concerns?

John L Showman III, Acting Principal Deputy Assistant Administrator
Office of Administration and Resources Management
US Environmental Protection Agency
202-564-5341

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/30/2017 8:25:49 PM
To: Remmers, Janet [Remmers.Janet@epa.gov]
Subject: FW: Updated R6 V/V Justification including budget information
Attachments: R6 VV Justification (w-Budget Tables) 6-30-17.docx

Janet- Not sure if you received this from R6?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hill, Troy
Sent: Friday, June 30, 2017 3:43 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Bonnell, Corey <bonnell.corey@epa.gov>
Subject: Updated R6 V/V Justification including budget information

Debbi, Carol and Loretta,

Attached is an updated V/V justification for Region 6 including budget information. If you have any questions please let us know.

Regards,

Troy

Troy Hill
Management Division
EPA Region 6
214-665-6647
Hill.Troy@epa.gov



Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/15/2017 8:33:22 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: VERA-VSIP Announcement 0601417.docx
Attachments: VERA-VSIP AnnouncementFlynnJune 19 2017.docx

Importance: High

Debbi Hart
Director
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202.564.2011
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From: Cooper, Marian
Sent: Wednesday, June 14, 2017 4:54 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: VERA-VSIP Announcement 0601417.docx

Comments. Drafted to come from Mike but not sure who will send this out.